



A Maine-based
health insurer
that has your back

Broker Guide 2024



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Small Group Sales Sheet *(includes Small Group plan grid)*

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Chronic Illness Support Program

Site of Care

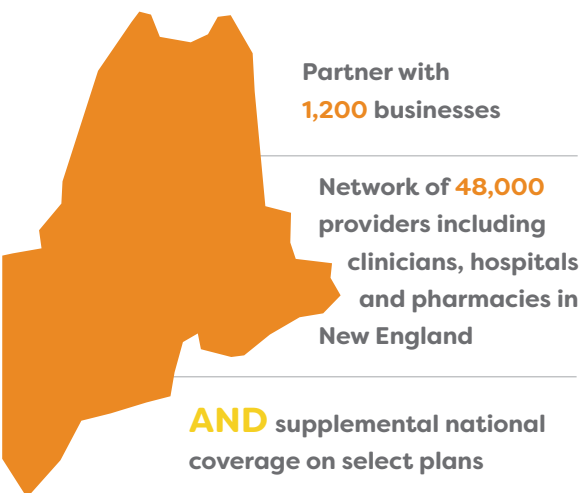
Urgent Care Locations



Community Health Options Overview

Founded in 2011 and located in New Gloucester, Maine, Community Health Options is a health insurance pioneer that has your back. We are a local, nonprofit option created to serve Members, not profit off them. We strive to keep costs low while providing the benefits you and your employees deserve.

We are one of Maine's largest carriers for the individual health insurance market and proudly partner with 1,200 businesses, a number that continues to grow. Across all plans, we have a robust network of 48,000 providers including clinicians, hospitals and pharmacies in New England. Plans include New England or national networks with a choice of PPO, HMO and HMO Tiered options for premium savings. With a high retention rate within our employer group business, high recommendation rates from our brokers and high Member service scores, we are proud to know Community Health Options delivers excellence for all our partners. Our sophisticated in-house systems were built from the ground up and are managed here in Maine by Maine-based employees.



Community Health Options At-a-Glance

- **Flexible plans to fit varying needs;** including Large Group plans for 50+ Members, Small Groups for 2-50 Members, and plans for Individuals and Families on and off the exchange.
- **NCQA Health Plan Rating of 4 stars** in 2023
- **\$2.56 billion** in payments to providers
- **53% reduction** in hospital readmission rate (2018 to 2022), working hard to keep Members healthy and their costs low
- **\$6.5 million** saved in Site of Care Program since 2019, helping Members save money, keeping premium increases low
- **\$118 million** in capital surplus in 2021, demonstrating financial health
- **Excellence** in fast, accurate claims processing with an average turnaround time of **≤ 1 week**
- Average **Member caller satisfaction rate of 100%** for courtesy and respect, speed of answer, and receipt of information

Community Health Options cares about our employees as much as our Members. We understand the importance of a healthy, fulfilled workforce in achieving business and retention goals. This means better service and lower costs for you.

We are proud to be named one of the **Best Places to Work in Maine** in 2013, 2015, 2017, 2019, 2021, and 2023. We value our employees' well-being and are proud to provide a work environment where they feel supported and empowered to perform at their best.



Medical and Care Management

Medical Management

Our Medical Management team includes a variety of healthcare professionals who work together to remove barriers, making it easier for Members to obtain medications and durable medical equipment. These specialists serve as a connection between Members and providers and assist with communication and education.

Care Management

MANAGING SERIOUS ILLNESS OR INJURY

When it comes to serious illness, our nationally accredited complex care management programs provide compassionate, personalized support for metastatic cancers, pediatric intensive care and transplants. Assistance includes contacting providers, in-patient facilities and national transplant networks.

- Members with special care needs who are transitioning from a prior health insurance carrier will be paired with a Complex Care Manager to assist with transition to their new Community Health Options plan.
- Members identified with high health risks have access to complex care management resources.

HOSPITAL READMISSION PREVENTION PROGRAM

With a **53% reduction** in readmission rate (2018–2022), we are working hard to help Members get well while reducing costs associated with readmission to the hospital. In-house specialists coordinate with Care Management to assist Members at high risk of readmission. Examples include partnering with home health agencies, community agency care teams and other local agencies.



Medical and Care Management

Care Management (continued)

SITE OF CARE PROGRAM

Our voluntary **Site of Care Program** has saved millions of dollars in healthcare costs for our Members by offering the ability to transition certain medications that need to be delivered intravenously (IV) and infusions to a preferred site of care, including a Member's own home. This program delivers a meaningful choice with **reduced out-of-pocket costs** and **increased quality of life**. In addition to these savings, Members will be offered a monetary incentive payment for select medications when receiving infusions from a preferred Site of Care provider.

SUBSTANCE USE DISORDER

Our Care Management team works closely with Members and dependents who are seeking treatment for substance use disorder. Our team provides **high-quality, cost-effective and convenient in-network program options**. This includes transitional support after discharge from an inpatient behavioral health or substance use facility.

We work every day to keep costs low and give Members the healthcare benefits they expect and deserve.

Care Management Success Story

A care manager had been working with a Member whose son was struggling with depression, which at one point required hospitalization. In 2022, the woman's son was among many patients in Maine waitlisted for care. The care manager was able to find a mental health provider for the woman's son and his condition stabilized with regular support and treatment. "I will never forget how my care manager was able to help me and my child. Our lives have changed because of their efforts and guidance. It's scary and intimidating to seek help for yourself, and an even more desperate and troublesome situation when your child is in need. My care manager was amazing in her ability to recognize and point out what we needed and how to navigate all of it," said the boy's mother.



Pharmacy Management

Community Health Options' in-house pharmacists support the development of a competitive and cost-effective prescription drug formulary in partnership with our Pharmacy Benefit Manager (PBM), Express Scripts, Inc.

Prescription Programs

Saving our Members money while covering the medications they need is our top priority. Therefore, through our **Price Assure** program, Members automatically save on generic medications when they take their prescriptions to in-network pharmacies that also accept **GoodRx**[®]. And through our new **Medication Synchronization Program**, our Pharmacy team works directly with Members with three or more chronic prescriptions to coordinate their refills to be picked up at the same time—eliminating multiple trips to the pharmacy. Additionally, through our **ScriptSaver** program, our Pharmacy team works with Members, their providers, and pharmacy to find cost-saving opportunities.

Special Insulin Provision

Members requiring insulin **will have a cost share not to exceed \$35** for up to a 30-day supply on all plans.

Easy-to-Use Formulary

All plans include a comprehensive prescription drug formulary. Designations by drug indicate whether the drug is included under HSA Plus coverage or the Chronic Illness Support Program offered on all non-HSA plans.* To view the prescription drug formulary visit healthoptions.org.

ACA Preventive Drug Coverage

Under the Affordable Care Act (ACA), pharmacy benefits cover certain categories of preventive care drugs and products at 100% in all plans when ACA preventive care requirements are met. This means there is no cost share (deductible, copayment, or coinsurance). These drugs will be designated with ACA on the formulary. To view the ACA-included medications, visit the Member portal or [click here](#) to go to the formulary.

HSA Plus Preventive Drug Coverage

HSA Plus plans include a carefully curated preventive drug list containing medications to help prevent the development of and reduce the risk of complications due to chronic conditions and illnesses. These prescription drugs are identified on the formulary with an H.S.A. notation. The drugs indicated as H.S.A. bypass the deductible. Members pay only the applicable coinsurance or copayment amounts. To view the H.S.A. designated drugs, visit healthoptions.org. Details on specific formulary coverage will be available to Members in the Member portal.

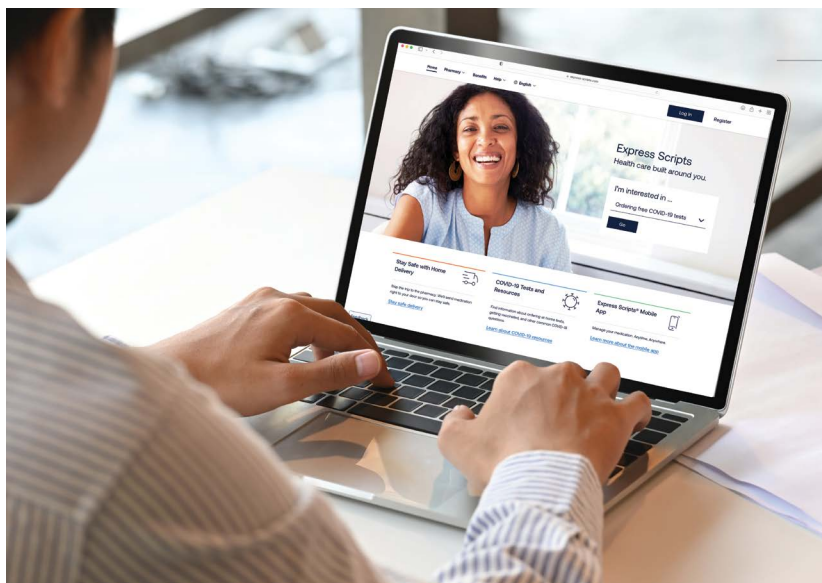
*Not available on catastrophic plans.



Pharmacy Management

Pharmacy Benefit Manager

Our pharmacy benefit manager, Express Scripts®, offers a portal that gives Members a high degree of control over their prescription ordering and prescription costs with auto-generated comparisons and suggestions for lower cost medication options. **In a recent prescription drug utilization review, our team found that 88% of filled Member prescriptions were for generics**, which means our Members are saving money, making it easier to adhere to prescribed medications. This means healthier Members. For more information on the drug formulary visit healthoptions.org.



Our pharmacy benefit manager, Express Scripts, offers a portal that gives Members a **high degree of control over their prescription ordering and costs.**

In a recent prescription drug utilization review, our team found that **88% of filled Member prescriptions were for generics**, helping our Members save money.



Group Administration and Member Services

Community Health Options' advanced administrative systems are fully integrated and have been built with the satisfaction of our Members, groups and brokers in mind. Our systems are managed by our Maine-based professionals who understand the local healthcare market.

Fast, Accurate Claims Processing

Our best-in-class claims management processes and systems have been refined through managing millions of claims. Our in-house claims professionals ensure Members' claims are paid quickly and complex cases receive the extra attention necessary. This creates satisfied employees, employers and providers.

- Average turnaround ≤ 1 week
- Sophisticated adjudication process
- Collaboration with in-house medical management for complex claims
- Detailed high-cost claims review process
- Pre and post-pay audit program to ensure claims processing accuracy

Ease of Implementation

When it comes to doing business, Community Health Options' electronic paperless quoting and onboarding system can seamlessly move employee census data through the process, from quote to enrollment and onboarding. We can even connect with your HRIS (Human Resource Information System) to receive employee updates and send health reimbursement account data to Group Dynamic, Inc.

Convenient Employer and Member Portals

It is easy for you and your employees to manage benefits administration. You will have access to our convenient administrative portal, where you can handle employee census data and pay or manage your monthly invoice. Your employees can use our convenient 24/7 Member portal, where they will find all the information they need to stay on top of their health plan's benefits and services, including checking claim status, downloading forms and documents, and learning more about their benefits.

“Your systems for quoting and enrollment are extremely easy to work with, much easier than some of your larger competitors.”

— J.O., Broker Satisfaction Survey



Group Administration and Member Services



Member Services Excellence

Our Maine-based, in-house customer service representatives, who work from Lewiston to Fort Kent, earn high satisfaction scores for their handling of Member, prospective Member, broker and provider calls. You can be assured that your employees will not waste time trying to get answers. The Community Health Options' Member Services team is led by two guiding principles:

PROMISES DELIVERED

When we make a promise to do something, we keep our promise. We always have your back. We are committed to Members' satisfaction every day. In recent post-call surveys with our Members, we earned **100% satisfaction for courtesy and respect, 98% for receipt of information needed and 98% for the speed of answer.**

WE DON'T ISSUE HOMEWORK

If a matter requires follow-up or more information is needed from a provider, pharmacy or another department at Community Health Options, we will advocate for our Members to get the information needed, or be sure to connect them with the right people.

MEMBER SURVEY RESULTS:

100% satisfaction for courtesy and respect

98% satisfaction for receipt of information needed

98% satisfaction for speed of answer

“The representative I spoke with was the best! She explained the procedure and made me feel like I was family. After my surgery, I called back to ask some questions and spoke with another representative, who was just as great! She educated me on things that would help me save money on prescriptions. After helping me, she transferred me to Express Scripts, where the representative was also awesome. How can one company hire so many wonderful people? What a life changing experience!”

— Member Survey



Broker Support

We know you are important to our success and your time is valuable. That is why Community Health Options has designed systems and tools that make your job easier.

Comprehensive Broker Portal

The broker portal will help you perform various electronic tasks from quoting a new group to managing current group service. The portal also contains information on the history of commissions paid and agency activity for new groups, individuals and renewals. You will have the same capabilities as a group administrator and will have access to various reporting options as well as the ability to review billing transactions and make payments on behalf of your clients. Our tool can be used by agency account managers and assistants.



EASY-TO-USE FEATURES

- Manage groups from new quote to renewals
 - Quote/proposal for new groups and renewals
 - Upload all necessary documents
 - Enter employee and employer demographics
 - Submit/make payments on behalf of your group clients
 - View payment and invoice history
 - Add/term/update employee demographics
- Review commission information
- Individual enrollment
- Multiple self-serve reporting options with enrollment and demographic data



Broker Support

Specialized Claims Resource

While our claims process is fast and accurate, there are times you may have questions or want additional information for your clients on specific claims. To assist you, our Member Services' phone line enables you to direct your claims questions to a specialized claims resource who is very experienced and empowered to assist you.

Check the [Contact Us](#) section to review the HIPAA guidelines for contacting Member Services on behalf of a Member or group.

Training

Training and education are important components of our service for Members, brokers and employers. We provide a variety of training and educational opportunities.



Our annual training for brokers is hosted each year at the start of each Open Enrollment season. These sessions are designed to review the latest in organizational capabilities, plan options and updates to benefits. It is also a great time to connect with Community Health Options' subject matter experts.



We provide on-demand training for brokers when a refresher is needed or a new broker is onboarded. We also provide various learning sessions for Members.



The Business Development team conducts and facilitates in-person or remote enrollment education meetings for your groups.



We provide timely and relevant communications to the broker community to update you on changes to benefits throughout the year.



Member education and communication tools are constantly created and shared to assist your clients in improving Members' health, wellness and out-of-pocket costs. Current health and disease education is available on-demand in the Member portal.

Claims Assistance

Call Member Services
(855) 624-6463



PRESS 5 for Broker



PRESS 2 for Claims



Broker Support

Sales Tools

Community Health Options supports you with attractive and informative electronic sales sheets for all markets and booklets for Small and Large Groups. These booklets can be downloaded and emailed or printed.

Ease of Implementation

When it comes to doing business, Community Health Options' electronic paperless quoting and onboarding system can seamlessly move employee census data through the process, from quote to enrollment and onboarding. We can even connect with your group clients' Human Resource Information System (HRIS) to receive employee updates and send health reimbursement account data.

“Systems for quoting and enrollment are extremely easy to work with. Much easier than some of your larger competitors.”

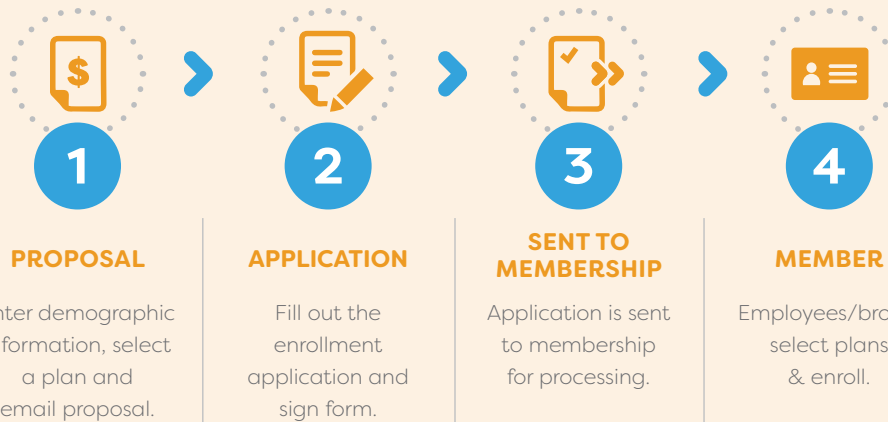
— K.O.,
Broker Satisfaction Survey



Broker Support

Understanding the Enrollment Process

INDIVIDUAL ENROLLMENT PROCESS



Note: Steps 1 & 2 are broker functions.

GROUP ENROLLMENT PROCESS



Note: Steps 1, 2 & 5 are broker functions. Step 3 is an optional broker function.



Partnership

We know what it means to be a good partner. **With a year over year retention rate of 96% or greater within our employer group clients, and 90% of brokers scoring us 8 out of 10 for ease of doing business, we are proud to know that Community Health Options is delivering high satisfaction among employers and brokers.**

We offer easy access to local, Maine-based account management and senior leadership, and we have solid relationships with the broker community. We are happy to hear endorsements from brokers like you.

Partner Promise

We want to be your partner over the long term and are committed to you through our Partner Promise. We've built our 13-point, time-bound promise for Large Groups on three core principles:

YOU WILL HAVE A SIMPLE TRANSITION

We will provide personalized assistance for employees with complex health needs when they enroll. As a new group, we'll reach out via phone or email within 90 days to introduce you and your employees to your new plan. And group administrators will have access to a dedicated phone queue for efficient support.

YOUR GROUP AND EMPLOYEES WILL SAVE MONEY

We will help your employees save money on out-of-pocket expenses and reduce your claim expenses. We will offer assistance to high-cost claimants, review expenses and collaborate with our Pharmacy team to help lower medication costs through unique programs. We will also assist with making convenient and cost-effective provider referrals.

YOUR EMPLOYEES WILL FEEL VALUED

Our Care Management team will provide personalized support and referrals for employees and their dependents with chronic conditions and complex care needs. The Member Services team will always advocate for your employees. In fact, we have a 99% overall Member-reported satisfaction rate. We will remove barriers to care with our popular Chronic Illness Support Program for asthma, diabetes, coronary artery disease, chronic obstructive pulmonary disease and hypertension. And our digital wellness platform and personal health coaching will help your employees and their dependents 18+ feel supported in their journey to wellness and building healthy habits—with no cost share. **Learn more at healthoptions.org.**

Community Health Options is a pioneer that has your back. You can always count on us to work hard to keep your clients' costs low and deliver the benefits they deserve. Reach out and let us show you how. **Contact Business Development at (207) 402-3353 or email BusinessDevelopmentInfo@Healthoptions.org.**

“I've dealt with Community Health Options since their inception. Easy to deal with, great people, local to Maine.”

— A.W.,
Broker Satisfaction Survey



Contact Us

Business Development:

(207) 402-3353

BusinessDevelopmentInfo@Healthoptions.org



Assistance with Broker Portal:

CONTACT ACCOUNT MANAGEMENT
OR BUSINESS DEVELOPMENT:

(207) 402-3353

Member Services

(855) 624-6463



Press 5 for Broker



Press 1
Group Admin/
Group Sales

Press 2
Claims

Press 3
Other
Inquiries

memberservices@healthoptions.org



Contact Us



When calling Member Services, HIPAA guidelines require the following:

BROKER CALLING ON BEHALF OF A MEMBER:

- Provide the broker NPN number, your name, the first and last name of the broker (if you are calling on behalf of the broker), and the agency name.
- Provide three complete pieces of the Member information: ID number, first and last name (in that order), date of birth, last 4 of the social security number, address including state and zip code, telephone number with area code or email address.
- Provide a business relationship with the Member if you aren't the broker of record in our system, or the policy has been terminated.

BROKER CALLING ON BEHALF OF A GROUP:

- Provide the broker NPN number, your name, the broker's name (if you are calling on behalf of the broker), and the agency name.
- Provide three complete pieces of the group information: group name, group number, group address, or group phone number with area code.
- State a business relationship with the group if you are not listed as the broker of record in our system.

BROKER/ASSISTANT EMAILING ON BEHALF OF A MEMBER:

- Provide (or must be contained within their email signature) three pieces of information from the agency-broker list: NPN number, Member's name, the first and last name of the broker (if you are emailing on behalf of the broker), agency name, agency phone number, agency fax number or agency address.
- Provide three complete pieces of the Member information: ID number, first and last name (in that order), date of birth, last 4 of the social security number, address including state and zip code, telephone number with area code, or email address.
- Provide a business relationship with the Member if you aren't the broker of record in our system, or the policy has been terminated. Once verified, all Member information may be disclosed, including claim information.



Appendix - Sales Tools

► VIEW MATERIALS FOLLOWING APPENDIX OR CLICK
ON ANY LINK TO OPEN THE SALES MATERIAL

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Site of Care

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