

The background features a stylized illustration of a suspension bridge with two towers and cables, set against a bright orange sky filled with white stars. To the right, a grey cityscape with various building silhouettes is visible. The bridge's deck is represented by a white horizontal line with small circular details, and the word 'ROAD' is integrated into the bridge's structure.

# ON THE ROAD

— WITH —  
THE EMPIRE PLAN  
— 2015 —

For NYS Employees • Retirees, Vestees, Dependent Survivors and  
Enrollees covered under Preferred List Provisions of New York  
State Government and their enrolled Dependents • COBRA  
enrollees with their Empire Plan benefits • Young Adult Enrollees



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THE WORLD is a BOOK,  
AND THOSE WHO  
DO NOT travel  
READ ONLY A PAGE.

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Saint Augustine



## **IMPORTANT EMPIRE PLAN ADDRESSES**

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### **Medical/Surgical Program**

UnitedHealthcare  
P.O. Box 1600  
Kingston, NY 12402-1600

### **Prescription Drug Program**

CVS/caremark (claims only)  
P.O. Box 52136  
Phoenix, AZ 85072-2136

### **Empire Plan Medicare Rx (for Medicare-primary enrollees or dependents only)**

CVS/caremark (claims only)  
P.O. Box 52066  
Phoenix, AZ 85072-2066

### **Hospital Program**

Empire BlueCross BlueShield  
NYS Service Center  
P.O. Box 1407  
Church Street Station  
New York, NY 10008-1407

### **BlueCard Worldwide Service Center**

P.O. Box 261630  
Miami, FL 33126

### **Mental Health and Substance Abuse Program**

ValueOptions  
P.O. Box 1800  
Latham, NY 12110



## IMPORTANT EMPIRE PLAN PHONE NUMBERS

### **TOLL-FREE NUMBER 1-877-7-NYSHIP • (1-877-769-7447)**

Press or say 1 for the	Medical/Surgical Program Managed Physical Medicine Program Home Care Advocacy Program	TTY 1-888-697-9054
Press or say 2 for the	Hospital Program <i>Outside of the US? Call 1-800-810-BLUE (1-800-810-2583)</i>	TTY 1-800-241-6894
Press or say 3 for the	Mental Health and Substance Abuse Program	TTY 1-855-643-1476
Press or say 4 for the	Prescription Drug Program	TTY 1-800-863-5488
Press or say 5 for the	Empire Plan NurseLine <sup>SM</sup>	

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PEOPLE DON'T take TRIPS,  
TRIPS take PEOPLE.

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John Steinbeck

You're taking your family on that trip this summer... Your daughter is going off to college this fall... You've finally retired and plan to spend winters in Florida... It's good to know that The Empire Plan is there wherever you or your family goes.

Before you go, however, plan ahead. Do you have your doctor's phone number and your Empire Plan Benefit Card? Do you have enough of your regular medications? If you are Medicare primary, do you also have your Empire Plan Medicare Rx Card? And, don't forget to pack this booklet; it has important information and phone numbers.


Empire Plan coverage is available worldwide and not just for emergencies. Most parts of The Empire Plan have two levels of benefits. If you use an Empire Plan participating provider, you will receive medically necessary covered services and supplies at little or no cost and have no claim forms to fill out. If you use a nonparticipating provider, medically necessary services and/or supplies are covered, but deductibles, coinsurance and benefit limits may apply.

The Empire Plan Medical/Surgical Program has participating providers in most states. Access to participating providers is best in areas where a significant number of Empire Plan enrollees reside. The Hospital Program, Prescription Drug Program and Medicare Rx have nationwide networks. The Empire Plan Mental Health and Substance Abuse Program, the Home Care Advocacy Program (HCAP) and the Managed Physical Medicine Program guarantee access to network benefits nationwide if you call to make the necessary arrangements before you receive services. Know your plan and how it works when you are away from home.


## THE EMPIRE PLAN BENEFITS MANAGEMENT PROGRAM

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If The Empire Plan is primary\* for you or your covered dependents, you must call the Benefits Management Program before certain services are received anywhere in the United States and follow the Program requirements to receive maximum benefits under the Plan.

 **You must call The Empire Plan toll free at 1-877-7-NYSHIP (1-877-769-7447) and press or say 2 for the Hospital Program:**

- Before a maternity or scheduled (nonemergency) hospital admission
- Within 48 hours, or as soon as reasonably possible, after an emergency or an urgent hospital admission
- Before admission or transfer to a skilled nursing facility (includes a rehabilitation facility)

 **You must call The Empire Plan toll free at 1-877-7-NYSHIP (1-877-769-7447) and press or say 1 for the Medical/Surgical Program:**

- Before having a scheduled (nonemergency) Magnetic Resonance Imaging (MRI), Magnetic Resonance Angiography (MRA), Computerized Tomography (CT), Positron Emission Tomography (PET) scan or Nuclear Medicine test

Precertification is not required if: Medicare is your primary coverage; you receive service outside the United States or the imaging/tests are done while you are an inpatient in a hospital.

NYSHIP-primary HMO enrollees with secondary Empire Plan coverage: If you choose to use a provider that is not in your HMO network, Empire Plan requirements apply. The Empire Plan becomes your primary coverage in this instance.

\* The Empire Plan pays first for health insurance claims before any other group health insurance plan.



## THE EMPIRE PLAN HOSPITAL PROGRAM

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- Provides benefits for covered inpatient and outpatient services provided by a hospital, hospital extension clinic, skilled nursing facility\* or hospice.
- Covered services at network hospitals are paid in full, except for any applicable copayments.

You have access to more than 15,000 hospitals\*\* across the United States that are part of The Empire Plan network. A network hospital directory is available on the New York State Department of Civil Service web site at <https://www.cs.ny.gov>. From the homepage, click on Benefit Programs and follow the prompts to access NYSHIP Online. Then choose Find a Provider after selecting your group and plan. Or, you can call the Hospital Program (see page iv) to ask which hospitals participate in a specific location.

If you use a network facility within New York State, the hospital will contact Empire BlueCross BlueShield

\* If Medicare is your primary coverage, The Empire Plan does not provide skilled nursing facility benefits, even for short-term rehabilitation care.

\*\* At the time of this publication, over 90 percent of hospitals nationwide and every acute care general hospital in New York State were network hospitals. However, the network status of a facility is subject to change.

for payment. If you receive hospital services outside of New York State, have the hospital submit its bills to the local Blue Cross Plan using the Code YLS, which appears on your Empire Plan Benefit Card, and the claim will be directed to Empire BlueCross BlueShield.

For services at a non-network hospital, ask the hospital to submit the claim to Empire BlueCross BlueShield. If the hospital will not file the claim, you should submit the claim to Empire BlueCross BlueShield (see page iii) referencing Code YLS and include your Empire Plan identification number. You or the hospital can call The Empire Plan toll-free number on your benefit card and select the Hospital Program for questions about how to file the claim.

Network benefits are provided for emergency services received at a non-network hospital. For nonemergency care, Empire BlueCross BlueShield will either pay the hospital or will reimburse you directly for covered services, less any applicable copayments or penalties. Once your out-of-pocket expenses go over the coinsurance maximum for the non-network inpatient and outpatient care, The Empire Plan pays 100 percent of covered non-network charges.

## Hospital Care Outside The United States

To maximize your benefits and minimize your out-of-pocket cost for care in a hospital outside of the United States, go to <http://www.bluecardworldwide.com> or call 1-800-810-BLUE (1-800-810-2583) to locate a BlueCard Worldwide participating facility in the area you will be staying. If you are calling from outside the United States, Alaska, Hawaii, or Puerto Rico, you can make a collect call to 1-804-673-1177.

For inpatient care at a participating facility that was arranged through the BlueCard Worldwide Service Center, you may not be responsible for paying the full hospital costs at the time services are rendered and the provider will file the claim for you. For all outpatient and professional medical care, or if you have already paid the hospital, you must submit a claim and Empire BlueCross BlueShield will reimburse you directly for medically necessary covered services.

When filing a claim for reimbursement for services received at a foreign hospital, use the international claim form located on the BlueCard Worldwide web site and send an itemized, original hospital bill in English or with a translation, if possible, and your Empire Plan identification number, to the BlueCard Worldwide Service Center (see page iii).

Empire BlueCross BlueShield may require medical records to process your claim. Ask the hospital for copies of your medical records when you are discharged and have these records translated into English, if possible. On the international claim form, you may indicate whether you would like to be reimbursed in the original currency or U.S. dollars and whether you would like to receive a check or wire transfer.

For details on how to file a claim, see your *Empire Plan Certificate and Amendments* and *Empire Plan Reports*, or call the Empire Plan or the BlueCard Worldwide Service Center.

**Note:** No benefits will be paid for inpatient hospital days determined not to be medically necessary.

## Plan Ahead

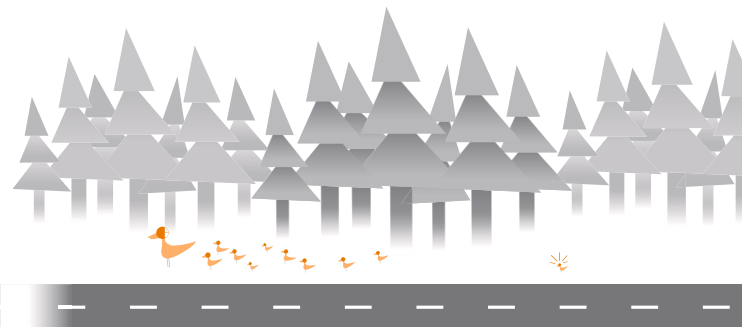
If you anticipate that you or a family member may need medical care while you are away, prepare for out-of-town medical needs by consulting with your doctor and locating providers where you will be visiting by calling The Empire Plan or, if traveling outside the U.S., the BlueCard Worldwide Service Center. In many areas, you can now find urgent care centers that have extended and weekend hours.

When traveling in Arizona, Connecticut, Florida, Maryland, New Jersey, North Carolina, Pennsylvania, South Carolina, Virginia, Washington D.C., West Virginia or the greater Chicago area, you can access Empire Plan network benefits by using a doctor or center that is part of UnitedHealthcare's Options Preferred Provider Organization (PPO). Ask your agency Health Benefits Administrator (HBA) or the Employee Benefits Division (EBD) for an *Empire Plan Participating Provider Directory* for the state you are visiting. You may also find a participating provider online at <https://www.cs.ny.gov>.

If you call the Empire Plan Medical/Surgical Program (see page iv), a representative can assist you in finding a participating provider or you may request an *Empire Plan Participating Provider Directory*. Active employees can contact their HBA and retirees can contact EBD at 518-457-5754 or 1-800-833-4344 to obtain Provider Reference Cards before they travel. These cards contain helpful information for providers who may not be familiar with The Empire Plan.

## A Word About Emergency Care

As prepared as you are, sometimes an emergency situation arises. In those cases, go to the nearest hospital Emergency Department. However, if the Empire Plan Hospital Program determines that your visit was not a medical emergency, the Hospital Program will not cover your expenses. Such expenses can then be submitted to the Empire Plan Medical/Surgical Program to be considered under the Participating Provider Program, Basic Medical Program or Basic Medical Provider Discount Program (for coverage under the appropriate part of the Program). Refer to your *Empire Plan Certificate* for information on which programs will cover which hospital emergency services and providers.



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WE WANDER for  
DISTRACTION  
but we TRAVEL for  
FULFILLMENT.

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Hilaire Belloc

# THE EMPIRE PLAN MEDICAL/SURGICAL PROGRAM

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- Provides benefits for medical expenses such as office visits, physician services, outpatient surgery and diagnostic testing.
- Benefits are available for covered services worldwide for all medically necessary care.

## Participating Provider Program

The Empire Plan Participating Provider Program offers a network of over 250,000 physicians, laboratories and other providers located throughout New York and in many other states.

When you use a participating provider, you pay only the applicable copayment for most covered services. UnitedHealthcare maintains an up-to-date participating provider directory on the New York State Department of Civil Service web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider or call The Empire Plan and press or say 1 on the main menu to connect to the Medical/Surgical Program (see page iv).

The Empire Plan offers an expanded physician network in Arizona, Connecticut, Florida, Maryland, New Jersey,

North Carolina, Pennsylvania, South Carolina, Virginia, Washington D.C., West Virginia and the greater Chicago area. In these states, if you use a UnitedHealthcare Options Preferred Provider Organization (PPO) physician, you pay only your copayment. When you need a physician in any of these states, ask if the physician is part of UnitedHealthcare's Options PPO. For providers in all other states, including New York, ask if the provider participates in The Empire Plan for New York State government employees and retirees.

## Basic Medical Program

If you use a nonparticipating provider, covered expenses are reimbursed under the Basic Medical Program portion of the Plan, and, in most cases, will be subject to deductible and coinsurance. You or the provider must submit a claim for reimbursement for covered expenses to UnitedHealthcare. Any reimbursement will be sent to you and you are responsible for paying the nonparticipating provider. See your *Empire Plan Certificate and Amendments* and *Empire Plan Reports* for details.

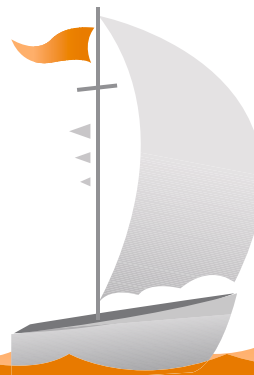
## Basic Medical Provider Discount Program

If The Empire Plan is your primary insurance coverage (pays first), the Plan includes another program to reduce your out-of-pocket costs when you use a nonparticipating provider. The Empire Plan Basic Medical Provider Discount Program offers discounts from certain physicians and other providers who are not part of the Empire Plan participating provider network but are part of the Empire Plan MultiPlan group, a nationwide provider organization contracted with UnitedHealthcare.

To find a provider in the Empire Plan Basic Medical Provider Discount Program, ask if the provider is an Empire Plan MultiPlan provider or call the Plan and press or say 1 on the main menu to connect to the Medical/Surgical Program and ask a representative

for help (see page iv). This information is also available on our web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider.

The Basic Medical Provider Discount Program is especially helpful to you when you or your dependents are traveling and Empire Plan participating providers are not available.



## Home Care Advocacy Program (HCAP)

- Provides benefits for home care services and/or durable medical equipment and certain supplies, including diabetic supplies.
- Program requirements apply nationwide even if another health insurance plan, such as Medicare, is primary.

Call HCAP before you seek services, equipment or supplies anywhere in the United States (see page iv). HCAP will precertify your medically necessary home care and/or equipment or supplies. You will have a paid-in-full benefit for precertified services, equipment and supplies. Call before you travel if you anticipate needing HCAP-covered services or items.

If you do not call HCAP, or if you use a nonparticipating provider when HCAP has not made arrangements for you, your out-of-pocket expenses will be higher.

For certain diabetic and ostomy supplies, you may contact the HCAP network supplier directly. For diabetic supplies (except insulin pumps and Medijectors), call the Empire Plan Diabetic Supplies Pharmacy toll free at 1-888-306-7337.

For ostomy supplies, call Byram Healthcare toll free at 1-800-354-4054. For insulin pumps and Medijectors, you must call HCAP for authorization.

Medicare has implemented a Competitive Bidding Program in many areas of the country. This Program determines how Medicare pays suppliers for certain durable medical equipment, prosthetics, orthotics and supplies (DMEPOS).

If Medicare is your primary coverage and you need supplies while visiting an area that participates in the DMEPOS Competitive Bidding Program, you must use a Medicare-approved supplier. If you don't use a Medicare contract supplier, Medicare will not pay for the items and your Empire Plan benefits will be drastically reduced.

To maximize your benefits, it is important for you to know if you're affected by this Medicare Program. For more information, you can contact Medicare at 1-800-MEDICARE (1-800-633-4227). To locate a Medicare contract supplier, visit [www.medicare.gov/supplierdirectory](http://www.medicare.gov/supplierdirectory) or contact The Empire Plan and choose the Medical Program, then Benefits Management Program/Home Care Advocacy Program.

## Managed Physical Medicine Program

- Provides benefits for chiropractic treatment and physical therapy.
- Program requirements apply nationwide even if another health insurance plan is primary (pays first).

For the highest level of benefits, you must use a Managed Physical Network (MPN) provider. MPN has 9,000 network providers for chiropractic treatment and physical therapy.

If you're away from home, call MPN (see page iv) to see if there's a provider near you or visit our web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider. If there are no participating providers in your area, MPN will arrange for covered, medically necessary treatment with a nonparticipating provider. You are guaranteed network benefits if you call MPN before receiving treatment and use the provider with whom MPN arranges your care.

If you receive chiropractic treatment or physical therapy from a nonparticipating provider when MPN has not made arrangements for you, you will pay a much higher share of the cost.

## Traveling With The Managed Physical Medicine Program

Anna is leaving home to spend three weeks in California to visit family members. This trip was arranged months ago and she is very excited. However, Anna recently had surgery on her shoulder and her physical therapist is recommending another four weeks of therapy. Anna has learned that while in California, she can arrange for care through MPN. Anna calls MPN using The Empire Plan toll-free number to find a nearby MPN provider. If MPN does not have a network provider near Anna when she visits California, MPN will call a local physical therapist and make arrangements for Anna to have her therapy. Anna will be responsible only for her copayment.

(Fictionalized example based on actual Empire Plan experience.)



## THE EMPIRE PLAN MENTAL HEALTH AND SUBSTANCE ABUSE PROGRAM

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- Provides benefits for inpatient and certain outpatient mental health and substance abuse services.
- Program requirements apply even if another health insurance plan is primary (pays first).
- 📞 **For the highest level of benefits, call The Empire Plan toll free at 1-877-7-NYSHIP (1-877-769-7447) and press or say 3 for the Mental Health and Substance Abuse Program:**
- Before you seek inpatient care for mental health or substance abuse, including alcoholism. When you call, you will be referred to an appropriate provider.
- Within 48 hours, or as soon as reasonably possible, after an emergency mental health or substance abuse hospitalization.

The ValueOptions network includes more than 130,000 provider locations across the country. For a list of mental health/substance abuse participating practitioners and facilities, visit our web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, select Find a Provider then scroll down to the Mental Health and Substance Abuse Program and click on the Achieve Solutions link. From the Achieve Solutions homepage, select Find Services, then Referral Connect and choose Find Now. You are guaranteed access to network benefits if you call ValueOptions before receiving services and follow their recommendations.

The Empire Plan Mental Health and Substance Abuse Program's Clinical Referral Line is available 24 hours a day, seven days a week and is staffed by experienced clinicians. In an emergency, go to the nearest hospital Emergency Department.

## THE EMPIRE PLAN PRESCRIPTION DRUG PROGRAM

The Empire Plan Prescription Drug Program offers a choice of more than 68,000 network pharmacies nationwide, as well as a mail service pharmacy, for your prescription drug benefits. Your copayment amount depends on the drug and quantity prescribed and where you fill your prescription. Use your Empire Plan Benefit Card at a network pharmacy for the highest level of benefits. If you choose to use a non-network pharmacy, you will pay the full cost of the drug and then submit a claim for partial reimbursement.

Prepare for your trip by filling prescriptions for maintenance medications prior to leaving. Within New York State, your prescriptions can generally be filled at any network pharmacy, although restrictions may apply to controlled substances. (**Note:** If you use the Empire Plan Specialty Pharmacy Program, services are not available outside the United States. Contact the Prescription Drug Program and speak with Specialty Customer Care.) If you are planning longer term travel, contact the Prescription Drug Program for options or discuss with your physician. You may also provide the Empire Plan mail service pharmacy with a temporary address so you can continue to receive mail order prescriptions while you are on an extended vacation.

Indicate your temporary address on the mail order refill form online at [www.EmpirePlanRxProgram.com](http://www.EmpirePlanRxProgram.com) or by calling The Empire Plan (see page iv) and press or say 4 on the main menu to connect to the Prescription Drug Program. If you are Medicare primary, select the option for Empire Plan Medicare Rx.

Supplying your bin number may help the pharmacy process your prescription faster. The bin number is 004336 whether you are Empire Plan primary or Medicare primary.



To find a network pharmacy close to your destination, call The Empire Plan toll free or go to the New York State Department of Civil Service web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider after selecting your group and plan.

The Empire Plan Prescription Drug Program is available 24 hours a day, seven days a week to answer questions from enrollees or pharmacists. Call or have the pharmacist call if there are any questions about your prescription or about accepting your Empire Plan Benefit Card.

If you use a non-network pharmacy, or if you do not use your Empire Plan Benefit Card at a network pharmacy, send your pharmacy receipt and claim form to the Empire Plan Prescription Drug Program for partial reimbursement (see page iii).

### **If You Are Medicare Primary**

If you or any of your covered dependents are enrolled in Empire Plan Medicare Rx, be sure you each bring your individualized Empire Plan Medicare Rx Cards with you on your trip. You and each dependent enrolled in Empire Plan Medicare Rx must use his or her personal Empire Plan Medicare Rx Card when filling prescriptions at a network pharmacy. Don't forget your current Empire Plan Benefit Card to access all other Empire Plan benefits and services.



## THE EMPIRE PLAN NURSELINE<sup>SM</sup>

The Empire Plan NurseLine<sup>SM</sup> provides access to health information and support 24 hours a day, seven days a week. Call the Plan and press or say 5 to reach the NurseLine (see page iv).

Press 1 to talk with a registered nurse or press 2 for The Empire Plan NurseLine's Health Information

Library. For recorded messages on more than 1,000 topics in the Health Information Library, enter PIN number 335, then say one or two words about the information you are looking for or enter a four-digit topic code from The Empire Plan NurseLine brochure. If you do not have your brochure, ask the NurseLine nurse to send you one.



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TRAVEL, in the YOUNGER SORT,  
IS A PART of EDUCATION;  
in the ELDER,  
A PART of EXPERIENCE.

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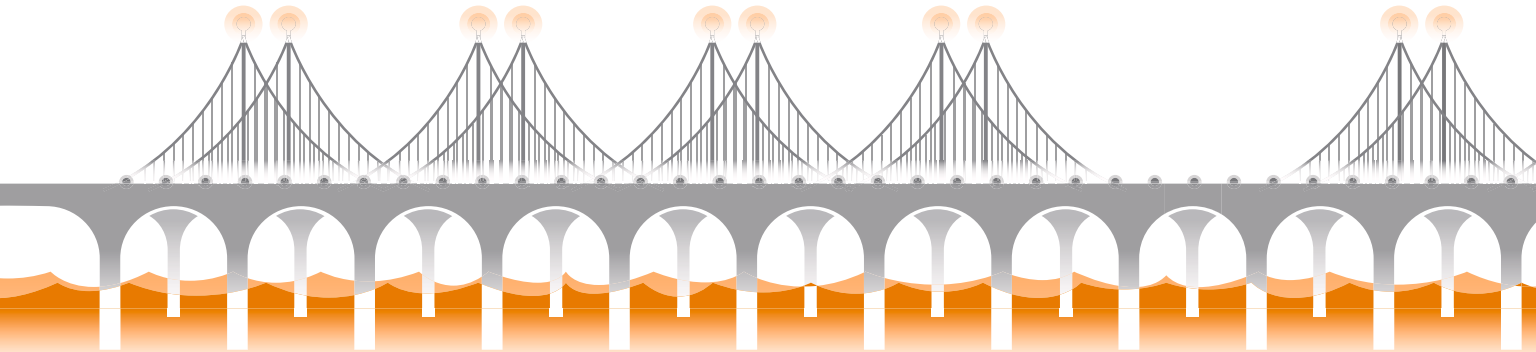
Francis Bacon

## QUESTIONS & ANSWERS

- Q.** My wife and I are planning a 2-3 month trip through the Southwest. My wife is a diabetic and needs to have insulin and other supplies. How can she make sure that she gets what she needs?
- A.** For most diabetic supplies prescribed by her doctor, your wife can call the Empire Plan Diabetic Supplies Pharmacy toll free at 1-888-306-7337. She can have supplies sent to your home in advance of her trip. If she is Medicare primary (see page 13), or requires an insulin pump or Medijector, she should call the Home Care Advocacy Program (HCAP) (see page 9).

Your wife can also go to any participating pharmacy for her insulin. She should have her Empire Plan Benefit Card or, if Medicare primary, her Empire Plan Medicare Rx Card.

If you need to check for a pharmacy or network provider in the area where your wife will be traveling, go to the New York State Department of Civil Service web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider. Or, call The Empire Plan and press or say 1 on the main menu to connect to the Empire Plan Medical/Surgical Program, or press or say 4 to reach the Prescription Drug Program (see page iv).



Remind your wife to take this *On the Road* booklet with her for other important information and phone numbers.

- Q.** I'll be traveling to France this fall. What should I do if I need health care?
- A.** If you require medical care while abroad, the American Embassy can usually provide names of reliable, English-speaking doctors. After receiving medical services, ask for copies of your medical records in English, if possible. Keep a receipt when you pay your bill. When you get home, submit the

records to the appropriate Empire Plan administrator. The Plan administrators will reimburse you directly for covered expenses. If you are Medicare primary, remember that Medicare does not provide coverage outside the United States. If no other coverage is in force, The Empire Plan is primary until you return. If you will be residing outside the United States, you must notify the Employee Benefits Division in writing. The State will discontinue your Medicare Part B reimbursement.

- Q.** In January, my husband and I will visit our daughter and her family in Florida. Are there participating providers in Florida?
- A.** The UnitedHealthcare Options Preferred Provider Organization (PPO) Network has over 40,000 physicians in Florida available to Empire Plan enrollees. To find a participating provider, call the Empire Plan Medical Program (see page iv) and ask for the *Participating Provider Directory* for Florida. If you need the name of a doctor quickly, call the Medical Program, or use the directory on our web site at <https://www.cs.ny.gov>. From the NYSHIP Online homepage, choose Find a Provider. When



you use a physician in the UnitedHealthcare Options PPO network, tell the provider you are covered by The Empire Plan for New York State government employees and retirees.

- Q.** I use the Empire Plan Specialty Pharmacy Program for my arthritis medications, but this service is not available outside the United States. How can I get my medications while I am out of the country?
- A.** If you require medication from the Specialty Pharmacy while you are outside of the United States, you may request an override so that you will have a sufficient supply while you are traveling. For information on how to complete this process, contact The Empire Plan (see page iv), press or say 4 on the main menu to connect to the Prescription Drug Program and ask to speak with Specialty Customer Care.

**Q.** What if I have questions about NYSHIP?

- A.** For questions regarding providers, benefits and claims, call The Empire Plan (see page iv). If you are an active employee, you should contact your agency Health Benefits Administrator, usually located in the Personnel Office, for questions about your enrollment records, eligibility and NYSHIP requirements.

If you are a retiree or other nonactive enrollee and you have questions about your health insurance enrollment records, eligibility and NYSHIP requirements, or you need replacement Empire Plan Benefit Cards, forms or NYSHIP publications, call the Employee Benefits Division at 518-457-5754 or 1-800-833-4344 (U.S., Canada, Puerto Rico, Virgin Islands). Call Monday through Friday between 9 a.m. and 4 p.m. Eastern time to speak with a representative.

You can also order Empire Plan Benefit Cards, add a dependent or change your address with online self-service, MyNYSHIP (<https://www.cs.ny.gov/mynyship>). MyNYSHIP is a secure site and you should sign up in advance of your trip to receive an activation code. If you have questions, call The Empire Plan.



## TRAVEL TIPS

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- Prepare a first-aid kit, and include such things as sunscreen and medications for allergies, bee stings and pain.
- Carry a card or wear a bracelet stating medical conditions you have (such as diabetes or severe allergies).
- Keep important information handy for emergency medical personnel – names, emergency contacts and, if you have a cell phone, enter these emergency contacts in your electronic address book under the name ICE (In Case of Emergency).
- Carry your Empire Plan Benefit Card and a list of any allergies to medications. Also, bring a list of medications (and dosages) you take regularly. If you or any of your covered dependents are enrolled in Empire Plan Medicare Rx, make sure you each carry your personal Empire Plan Medicare Rx Cards.
- Call HCAP, MPN or the Empire Plan Mental Health and Substance Abuse Program in advance for out-of-town arrangements.



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EVERY EXIT is an ENTRY  
SOMEWHERE ELSE.

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Tom Stoppard

This document is for information purposes only and does not contain a complete description of your benefits or imply Empire Plan coverage. Read your *Empire Plan Certificate and Amendments* and *Empire Plan Reports* for complete information.

While you travel, visit our web site for benefit information at <https://www.cs.ny.gov>.



New York State  
Department of Civil Service  
Employee Benefits Division  
Albany, New York 12239

*On the Road with The Empire Plan was printed using environmentally sensitive inks.*

EP Road NY Actives and Retirees/February 2015



AL1349

