



Special Needs BasicCare (SNBC) Enrollment Form

Special Needs BasicCare Member Services and Enrollment Telephone Numbers

1-866-431-0801

TTY for the hearing impaired at **1-800-627-3529** or **711**

Monday – Friday, 8 a.m. – 8 p.m.

The call is free.

You can speak to someone about getting this information for free in other languages. Call **1-866-431-0801**. TTY users should call **1-800-627-3529** or **711**, Monday – Friday, 8 a.m. – 8 p.m. The call is free.

Return the completed form, pages 1 to 3, to:

PrimeWest Health

3905 Dakota St

Alexandria, MN 56308

Fax: **1-320-335-5223**

PrimeWest Health service area: Beltrami, Big Stone, Chippewa, Clearwater, Cottonwood, Douglas, Grant, Hubbard, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Nobles, Pipestone, Pope, Redwood, Renville, Stevens, Swift, Traverse, and Yellow Medicine counties in Minnesota

1-866-431-0801 (toll free); TTY 1-800-627-3529 or 711

Attention. If you need free help interpreting this document, call the above number.

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ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اتصل على الرقم أعلاه.

သတိ။ ဤတွဲရက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ အထက်ပါဖုန်းနံပါတ်ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមហៅទូរសព្ទតាមលេខខាងលើ ។

請注意，如果您需要免費協助傳譯這份文件，請撥打上面的電話號碼。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, veuillez appeler au numéro ci-dessus.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntawv no pub dawb, ces hu rau tus najnpawb xov tooj saum toj no.

ဟ်သုဉ်ဟ်သးဘဉ်တက့ၢ်. ဖဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလိလၢတၢ်ကကျိးထံဝဲဒၣ်လံာ် တီလံာ်မိတခါအံၤန့ၣ်,ကိးဘဉ် လိတဲစိနီၣ်ဂံၢ်လၢထးအံၤန့ၣ်တက့ၢ်.

알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 위의 전화번호로 연락하십시오.

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ຟຣີ, ຈົ່ງ ໂທໂປໂຫຍາຍເລກຂ້າງເທິງນີ້.

Hubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, lakkoobsa gubbatti kenname bilbili.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, позвоните по указанному выше телефону.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda (afcelinta) qoraalkan, lambarka kore wac.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, llame al número indicado arriba.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi số bên trên.

Civil Rights Notice

Discrimination is against the law. PrimeWest Health does not discriminate on the basis of any of the following:

- race
- color
- national origin
- creed
- religion
- sexual orientation
- public assistance status
- age
- disability (including physical or mental impairment)
- sex (including sex stereotypes and gender identity)
- marital status
- political beliefs
- medical condition
- health status
- receipt of health care services
- claims experience
- medical history
- genetic information

You have the right to file a discrimination complaint if you believe you were treated in a discriminatory way by PrimeWest Health. You can file a complaint and ask for help filing a complaint in person or by mail, phone, fax, or email at:

Civil Rights Coordinator
 PrimeWest Health
 3905 Dakota St
 Alexandria, MN 56308
 Toll Free: 1-866-431-0801
 TTY: 1-800-627-3529 or 711
 Fax: 1-320-762-8750
 Email: compliance@primewest.org

Auxiliary Aids and Services: PrimeWest Health provides auxiliary aids and services, like qualified interpreters or information in accessible formats, free of charge and in a timely manner to ensure an equal opportunity to participate in our health care programs. **Contact PrimeWest Health at memberservices@primewest.org, or call Member Services at 1-866-431-0801 or TTY 1-800-627-3529 or 711. The call is free.**

Language Assistance Services: PrimeWest Health provides translated documents and spoken language interpreting, free of charge and in a timely manner, when language assistance services are necessary to ensure limited English speakers have meaningful access to our information and services. **Contact PrimeWest Health at memberservices@primewest.org, or call Member Services at 1-866-431-0801 or TTY 1-800-627-3529 or 711. The call is free.**

Civil Rights Complaints

You have the right to file a discrimination complaint if you believe you were treated in a discriminatory way by PrimeWest Health. You may also contact any of the following agencies directly to file a discrimination complaint.

U.S. Department of Health and Human Services Office for Civil Rights (OCR)

You have the right to file a complaint with the OCR, a federal agency, if you believe you have been discriminated against because of any of the following:

- race
- color
- national origin
- age
- disability
- sex
- religion (in some cases)

Contact the **OCR** directly to file a complaint:

Office for Civil Rights
 U.S. Department of Health and Human Services
 Midwest Region
 233 N. Michigan Avenue, Suite 240
 Chicago, IL 60601
 Customer Response Center: Toll-free: 800-368-1019
 TDD Toll-free: 800-537-7697
 Email: ocrmail@hhs.gov

Minnesota Department of Human Rights (MDHR)

In Minnesota, you have the right to file a complaint with the MDHR if you have been discriminated against because of any of the following:

- race
- color
- national origin
- religion
- creed
- sex
- sexual orientation
- marital status
- public assistance status
- disability

Contact the **MDHR** directly to file a complaint:

Minnesota Department of Human Rights
 540 Fairview Avenue North, Suite 201
 St. Paul, MN 55104
 651-539-1100 (voice)
 800-657-3704 (toll-free)
 711 or 800-627-3529 (MN Relay)
 651-296-9042 (fax)
Info.MDHR@state.mn.us (email)

Minnesota Department of Human Services (DHS)

You have the right to file a complaint with DHS if you believe you have been discriminated against in our health care programs because of any of the following:

- race
- color
- national origin
- religion (in some cases)
- age
- disability (including physical or mental impairment)
- sex (including sex stereotypes and gender identity)

Complaints must be in writing and filed within 180 days of the date you discovered the alleged discrimination. The complaint must contain your name and address and describe the discrimination you are complaining about. We will review it and notify you in writing about whether we have authority to investigate. If we do, we will investigate the complaint.

DHS will notify you in writing of the investigation's outcome. You have the right to appeal if you disagree with the decision. To appeal, you must send a written request to have DHS review the investigation outcome. Be brief and state why you disagree with the decision. Include additional information you think is important.

If you file a complaint in this way, the people who work for the agency named in the complaint cannot retaliate against you. This means they cannot punish you in any way for filing a complaint. Filing a complaint in this way does not stop you from seeking out other legal or administrative actions.

Contact **DHS** directly to file a discrimination complaint:

Civil Rights Coordinator
Minnesota Department of Human Services
Equal Opportunity and Access Division
P.O. Box 64997
St. Paul, MN 55164-0997
651-431-3040 (voice) or use your preferred relay service

American Indians can continue or begin to use tribal and Indian Health Services (IHS) clinics. We will not require prior approval or impose any conditions for you to get services at these clinics. For elders age 65 years and older this includes Elderly Waiver (EW) services accessed through the tribe. If a doctor or other provider in a tribal or IHS clinic refers you to a provider in our network, we will not require you to see your primary care provider prior to the referral.



SPECIAL NEEDS BASICCARE ENROLLMENT FORM

Last name	First name	MI (optional)	Birth date (__/__/____) MM/DD/YYYY	Gender ☐ M ☐ F
County you live in		Phone number (____) ____-_____		
Street address (where you live)	City	State	Zip code	
Mailing address (if different from where you live)	City	State	Zip code	
Email address (optional)				
Medical Assistance ID number (PMI)		Case number		
Do you need an interpreter? ☐ YES ☐ NO If Yes, check one of the boxes below: ☐ Spanish (01) ☐ Hmong (02) ☐ Vietnamese (03) ☐ Khmer Cambodian (04) ☐ Lao (05) ☐ Russian (06) ☐ Somali (07) ☐ ASL (American Sign Language 08) ☐ Amharic (09) ☐ Arabic (10) ☐ Oromo (12) ☐ Burmese (14) ☐ Cantonese (15) ☐ French (16) ☐ Korean (20) ☐ Karen (21) ☐ Other (98) explain _____				
Do you have a disability that has been certified by the Social Security Administration or State Medical Review Team (SMRT)? ☐ YES ☐ NO				
Do you have Medicare coverage? ☐ YES ☐ NO If Yes, complete the information below. Medicare number: _____ Hospital (Part A) Begin Date: _____ Medical (Part B) Begin Date: _____				
Do you have <i>other</i> medical coverage or private insurance? ☐ YES ☐ NO If Yes, insurance company name: _____ Policyholder's name: _____ Group number: _____ Policy/ID number: _____ Is this insurance through an employer? ☐ YES ☐ NO				

continued on next page

YOU ARE CHOOSING HOW YOU WILL GET YOUR HEALTH CARE COVERAGE

Enrolling in an SNBC health plan is voluntary. You can request to change to Medical Assistance fee-for-service and the change will occur for the next available month.

Please read and sign the last page of this form.

Under SNBC, I understand that:

PrimeWest Health will be providing my health care covered by Medical Assistance.

I have the right to Appeal if services are denied, reduced, or stopped, or if **PrimeWest Health** denies paying for services.

I will be notified through a mailed letter by the Department of Human Services (DHS) in advance of when my coverage will start with PrimeWest Health.

When my **PrimeWest Health** coverage begins, I must use **PrimeWest Health** doctors and other providers. I can only see other doctors in emergencies, for urgently needed care, open access services, out-of-area dialysis, or if I get **PrimeWest Health** approval to see other providers.

I will read the *Member Handbook* from **PrimeWest Health**. It will tell me the rules I need to follow explain the services my plan covers. Services contained in **PrimeWest Health's Member Handbook** will be covered.

Some services require authorization from **PrimeWest Health**. Without authorization, **PrimeWest Health** will not pay for these services.

My **PrimeWest Health** benefits **cannot** be canceled if I get sick or use health care services. This means you will keep your coverage even if you need to use it often.

I can choose to leave **PrimeWest Health** and change back to Medical Assistance fee-for-service. The health plan change will start based on when my request is received at DHS. I will stay enrolled in **PrimeWest Health** through the last day of the month.

My health care services will be coordinated through **PrimeWest Health**.

To be enrolled in **PrimeWest Health**, I must:

- Be certified disabled by the Social Security Administration or State Medical Review Team (SMRT)
- Be at least 18 years old and under 65 years old
- Be eligible for Medical Assistance without a medical spenddown
- Either have no Medicare, **OR** have **both** Medicare Parts A **and** B
- Live in a county serviced by **PrimeWest Health**

If anything changes, I will notify my county worker and **PrimeWest Health**.

If I am enrolled in SNBC and later get a medical spenddown that I **do not pay to DHS**, I will be disenrolled from **PrimeWest Health**.

If I am on Medical Assistance for Employed Persons with Disabilities (MA-EPD), I must continue to pay my MA-EPD premium.

continued on next page

By enrolling in PrimeWest Health, I authorize:

The sharing of information about my Medical Assistance eligibility and the information on this form with the State, its representatives, the county where I live, and **PrimeWest Health**.

The information on this enrollment form is correct to the best of my knowledge.

I understand that my signature (or the signature of the person authorized to act on my behalf under the laws of the state where I live) on this form means that I have read and understand the contents of the form. If signed by an authorized individual (as described above), this signature certifies that: 1) this person is authorized by State law to complete this enrollment form on my behalf, and 2) documentation of this authority is available upon request by the State or PrimeWest Health.

Signature of enrollee or authorized representative:

Date:

If you are the authorized representative, you must sign above and provide the following information.

Name (print):

Relationship to enrollee:

Phone number:

Street address, city, state, zip code:

You or your authorized representative must sign above.

When the form is completed, mail or fax it to PrimeWest Health. Our address and fax number is on the cover.