

# Summary Plan Description

## **Catholic Diocese of Columbus PPO Dental 0P012 - Base Plan**

Effective: January 1, 2015  
Group Number: 706592



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## SECTION 1 - WELCOME

### Quick Reference Box

- Member services and claim inquiries;
- Claims submittal address: Dental Claims, P.O. Box 30567, Salt Lake City, UT 84130-0567; and
- Online assistance: [www.myuhcdental.com](http://www.myuhcdental.com).

This Summary Plan Description describes the terms and conditions of Coverage under Catholic Diocese of Columbus Benefit Plan ("Plan"). Read this document carefully so that you will have a clear understanding of your Coverage under the Plan. If you have any questions regarding your Coverage or procedures for obtaining Dental Services, you may call the toll-free number shown on your ID card or contact the Plan Administrator. Catholic Diocese of Columbus is utilizing the services of UnitedHealthcare Dental in the administration of Coverage under the Plan.

Coverage is subject to the terms, conditions, exclusions, and limitations of the Plan. As a Summary Plan Description ("SPD"), this document describes the provisions of Coverage under the Plan but does not constitute the entire Plan. You may examine the entire Plan at the office of the Plan Sponsor during regular business hours.

For Dental Services rendered after the effective date of the Plan, this SPD replaces and supersedes any SPD which may have been previously issued to you by the Plan Sponsor. Any subsequent SPDs issued to you by the Plan Sponsor will in turn supersede this SPD.

### How To Use This SPD

This SPD should be read and re-read in its entirety. Many of the provisions of this SPD are interrelated; therefore, reading just one or two provisions may not give you an accurate understanding of your Coverage.

Your SPD may be modified by the attachment of Amendments. Please read the provision described in these documents to determine the way in which provisions in this SPD may have been changed.

Many words used in this SPD have special meanings. These words will appear capitalized and are defined for you in Section 11, *Glossary*. By reviewing these definitions, you will have a clearer understanding of your SPD.

### Network and Non-Network Benefits

This SPD describes both Network and Non-Network benefit levels available under the Plan.

**Network Benefits** - These benefits apply when you choose to obtain Dental Services from a Network Dentist. Section 3, *How the Plan Works* describes the procedures for obtaining Covered Dental Services as Network Benefits. Unless otherwise noted in Section 4, *Plan Highlights*, Network Benefits generally provide Coverage at a higher level than Non-Network Benefits.

**Non-Network Benefits** - These benefits apply when you decide to obtain Dental Services from Non-Network Dentists. Section 3, *How the Plan Works* describes the procedures for obtaining Coverage of Dental Services as Non-Network Benefits. Unless otherwise noted in Section 4, *Plan Highlights*, Non-Network Benefits are subject to an Annual Deductible and are generally Covered at a lower level than Network Benefits. In addition, when you obtain Dental Services from Non-Network Dentists, you must file a claim to be reimbursed for Eligible Expenses. For information on the Plan's reimbursement policy guidelines used to determine Eligible Expenses, you should contact UnitedHealthcare Dental at the telephone number on your ID card.

### **Dental Services Covered Under the Plan**

In order for Dental Services to be Covered as Network Benefits, you must obtain all Dental Services directly from or through a Network Dentist.

You should always verify the participation status of a Dentist prior to seeking services. From time to time, the participation status of a Dentist may change. You can verify the participation status by calling UnitedHealthcare Dental. If necessary, UnitedHealthcare Dental can provide assistance in referring you to Network Dentists. If you use a Dentist that is not a participating Dentist, you will be required to pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.

Only Necessary Dental Services are Covered under the Plan. The fact that a Dentist has performed or prescribed a procedure or treatment, or the fact that it may be the only available treatment for a dental disease does not mean that the procedure or treatment is Covered under the Plan.

### **Identification ("ID") Card**

You must show your ID card every time you request Dental Services. If you do not show your card, the Dentists have no way of knowing that you are Covered under a Plan issued by the Plan Sponsor.

### **Contact the Plan Administrator**

Whenever you have a question or concern regarding Dental Services or any required procedure, please contact the Plan Administrator or call the telephone number stated on your ID card.

## SECTION 2 - INTRODUCTION

### What this section includes:

- Who's eligible for coverage under the Plan;
- The factors that impact your cost for coverage;
- Instructions and timeframes for enrolling yourself and your eligible Dependents;
- When coverage begins; and
- When you can make coverage changes under the Plan.

### Eligibility

You are eligible to enroll in the Plan if you are a regular full-time Participant who is scheduled to work at least 30 hours per week.

Your eligible Dependents may also participate in the Plan. An eligible Dependent is considered to be:

- your Spouse, as defined in Section 11, *Glossary*;
- your or your Spouse's unmarried child who is under age 19, including a natural child, stepchild, a legally adopted child, a child placed for adoption or a child for whom you or your Spouse are the legal guardian;
- an unmarried child of any age who is or becomes disabled and dependent upon you; or
- an unmarried dependent child who is 19 years of age or older, but less than 24 years of age only (you must satisfactorily furnish evidence, upon our request, all the following conditions:
  - The child must not be regularly employed on a full-time basis.
  - The child must be a Full-time Student.
  - The child must be primarily dependent upon the Participant for support and maintenance.

To be eligible for coverage under the Plan, a Dependent must reside within the United States.

**Note:** Your Dependents may not enroll in the Plan unless you are also enrolled. If you and your Spouse are both covered under the Plan, you may each be enrolled as a Participant or be covered as a Dependent of the other person, but not both. In addition, if you and your Spouse are both covered under the Plan, only one parent may enroll your child as a Dependent.

A Dependent also includes a child for whom health care coverage is required through a Qualified Medical Child Support Order or other court or administrative order, as described in Section 10, *Other Important Information*.

## Cost of Coverage

You and Catholic Diocese of Columbus share in the cost of the Plan. Your contribution amount depends on the Plan you select and the family members you choose to enroll.

Your contributions are deducted from your paychecks on a before-tax basis. Before-tax dollars come out of your pay before federal income and Social Security taxes are withheld - and in most states, before state and local taxes are withheld. This gives your contributions a special tax advantage and lowers the actual cost to you.

Your contributions are subject to review and Catholic Diocese of Columbus reserves the right to change your contribution amount from time to time.

You can obtain current contribution rates by calling the Insurance Office.

## How to Enroll

To enroll, send in the enrollment form to the Insurance Office within 31 days of the date you first become eligible for dental Plan coverage. If you do not enroll within 31 days, you will need to wait until the next annual Open Enrollment to make your benefit elections.

Each year during annual Open Enrollment, you have the opportunity to review and change your dental election. Any changes you make during Open Enrollment will become effective the following January 1.

### **Important**

If you wish to change your benefit elections following your marriage, birth, adoption of a child, placement for adoption of a child or other family status change, you must contact the Insurance Office within 31 days of the event. Otherwise, you will need to wait until the next annual Open Enrollment to change your elections.

## When Coverage Begins

Once the Insurance Office receives your properly completed enrollment, coverage will begin on the first day of the month following your date of hire. Coverage for your Dependents will start on the date your coverage begins, provided you have enrolled them in a timely manner.

Coverage for a Spouse or Dependent stepchild that you acquire via marriage becomes effective the date of the life status change; provided that you notify the Insurance Office within 31 days. Coverage for Dependent children acquired through birth, adoption, or placement for adoption is effective the date of the family status change, provided you notify the insurance office within 31 days of the birth, adoption, or placement.

## Changing Your Coverage

You may make coverage changes during the year only if you experience a change in family status. The change in coverage must be consistent with the change in status (e.g., you cover your Spouse following your marriage, your child following an adoption, etc.). The following are considered family status changes for purposes of the Plan:



- your marriage, divorce, legal separation or annulment;
- the birth, adoption or legal guardianship of a child;
- a change in your Spouse's employment or involuntary loss of health coverage (other than coverage under the Medicare or Medicaid programs) under another employer's plan;
- loss of coverage due to the exhaustion of another employer's COBRA benefits, provided you were paying for premiums on a timely basis;
- the death of a Dependent;
- your Dependent child no longer qualifying as an eligible Dependent;
- a change in your or your Spouse's position or work schedule that impacts eligibility for health coverage;
- contributions were no longer paid by the employer (This is true even if you or your eligible Dependent continues to receive coverage under the prior plan and to pay the amounts previously paid by the employer);
- benefits are no longer offered by the Plan to a class of individuals that include you or your eligible Dependent;
- you or your eligible Dependent incurs a claim that would exceed a lifetime limit on all benefits under the elected health care option through Catholic Diocese of Columbus;
- a strike or lockout involving you or your Spouse; or
- a court or administrative order.

If you wish to change your elections, you must contact the Insurance Office within 31 days of the change in family status. Otherwise, you will need to wait until the next annual Open Enrollment.

**Note:** Any child under age 24 who is placed with you for adoption will be eligible for coverage on the date the child is placed with you, even if the legal adoption is not yet final. If you do not legally adopt the child, all dental Plan coverage for the child will end when the placement ends. No provision will be made for continuing coverage for the child.

## SECTION 3 - HOW THE PLAN WORKS

### What this section includes:

- Network and Non-Network Benefits;
- Eligible Expenses
- Annual Maximum Benefit;
- Orthodontic Lifetime Maximum Benefit; and
- Coinsurance.

### Network and Non-Network Benefits

As a participant in this Plan, you have the freedom to choose the Dentist you prefer each time you need to receive Covered Dental Services. The choices you make affect the amounts you pay, as well as the level of Benefits you receive and any benefit limitations that may apply.

You are eligible for the Network level of Benefits under this Plan when you receive Covered Dental Services from Dentists who have contracted to provide those services.

Generally, when you receive Covered Dental Services from a Network Dentist, you pay less than you would if you receive the same care from a non-Network Dentist. Your level of Benefits will be the same if you visit a Network Dentist or non-Network Dentist. Because the total amount of Eligible Expenses may be less when you use a Network Dentist, the portion you pay will be less. Therefore, in most instances, your out-of-pocket expenses will be less if you use a Network Dentist.

If you choose to seek care outside the Network, the Plan generally pays Benefits at a lower level. You are required to pay the amount that exceeds the Eligible Expense. The amount in excess of the Eligible Expense could be significant, and this amount does not apply to the Out-of-Pocket Maximum. You may want to ask the non-Network Dentist about their billed charges before you receive care. Emergency services received at a non-Network Dentist are covered at the Network level.

### Looking for a Network Dentist?

In addition to other helpful information, [www.myuhcdental.com](http://www.myuhcdental.com) contains a directory of Network health care professionals and facilities. While Network status may change from time to time, [www.myuhcdental.com](http://www.myuhcdental.com) has the most current source of Network information. Use [www.myuhcdental.com](http://www.myuhcdental.com) to search for Dentists available under your Plan.

### *Network Dentists*

You may request a directory of Network Dentists free of charge. Keep in mind, a Dentist's Network status may change at any time. To verify a Dentist's current status or request a Dentist directory, you can call the toll-free number on your ID card or log onto [www.myuhcdental.com](http://www.myuhcdental.com).

Network Dentists are independent practitioners and are not employees of the Plan or the Claims Administrator.

### **Eligible Expenses**

Eligible Expenses are charges for Covered Dental Services that are provided while the Plan is in effect, determined according to the definition in Section 11, *Glossary*. Catholic Diocese of Columbus has delegated to UnitedHealthcare Dental the initial discretion and authority to decide whether a treatment or supply is a Covered Dental Service and how the Eligible Expenses will be determined and otherwise covered under the Plan.

#### **Don't Forget Your ID Card**

Remember to show your ID card every time you receive dental services from a Dentist. If you do not show your ID card, a Dentist has no way of knowing that you are enrolled under the Plan.

### **Annual Maximum Benefit**

The Annual Maximum Benefit is the maximum amount the Plan will pay each calendar year for Covered Dental Services. There is a combined Annual Maximum Benefit for Network Benefits and Non-Network Benefits.

If a Covered Person has claims for Covered Dental Services in a calendar year of less than \$500 an additional \$250 will be added to the Maximum Benefit in the next calendar year and an additional \$100 will be added to the Maximum Benefit in the next calendar year when only Network Benefits are utilized up to a limit of \$1,000 additional Maximum Benefit.

After the first calendar year following the Covered Person's effective date, the Maximum Benefit per Covered Person may be increased by the carry over amount if:

- the Covered Person has submitted a claim for an Eligible Expense incurred during the preceding calendar year; and
- the reimbursement for the Eligible Expense incurred in the preceding calendar year did not exceed the benefit threshold.

In each succeeding calendar year in which the reimbursement for Eligible Expenses does not exceed the benefit threshold, the Covered Person will be eligible for the carry over amount. The carry over amount can be accumulated from one calendar year to the next up to the maximum carry over amount unless:

- during any calendar year, Eligible Expenses are reimbursed in excess of the threshold. In this instance, there will be no additional carry over amount for the calendar year; or
- during any calendar year, no claims for Eligible Expenses incurred during the preceding calendar are submitted. In this instance, there will be no carryover amount for the calendar year, any accumulated carry over amounts from previous calendar year will be forfeited.

Eligibility for the carry over amount will be established or reestablished at the time for the first claim in a calendar year is received for Eligible Expenses incurred during the calendar

year. In order to properly calculate the carry over amount, claims should be submitted timely in accordance with the proof of loss provision found within Section 7, *Subrogation and Reimbursement*.

You have the right to request review of prior carry over amount calculations. The request for review must be within 24 months from the date the carry over amount was established.

### **Lifetime Maximum Benefit for Orthodontic Services**

The Lifetime Maximum Benefit is the most the Plan will pay for orthodontic services during the entire period you are enrolled in this Plan and any other dental plans offered by Catholic Diocese of Columbus. There is a combined Network and non-Network Lifetime Maximum Benefit for this Plan.

### **Coinsurance**

Coinsurance is the percentage of Eligible Expenses that you are responsible for paying. Coinsurance is a fixed percentage that applies to certain Covered Dental Services.

**SECTION 4 - PLAN HIGHLIGHTS**

The table below provides an overview of the Plan's Annual Deductible, Annual Maximum Benefit and Lifetime Maximum Benefits.

Plan Features	Network	Non-Network
<b>Annual Deductible</b> <ul style="list-style-type: none"> <li>■ Individual</li> <li>■ Family</li> </ul>	\$0  \$0	\$0  \$0
<b>Annual Maximum Benefit</b> <ul style="list-style-type: none"> <li>■ Individual</li> </ul>	\$1,000	
<b>Lifetime Maximum Benefit for Orthodontic Services</b>	\$1,000 per Covered Person, per lifetime	

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>DIAGNOSTIC SERVICES</b>		
<b>Bacteriologic Cultures</b>	100%	100%
<b>Viral Cultures</b>	100%	100%
<b>Bite-Wing Radiographs</b> Limited to 2 series of films per calendar year. Intraoral Bitewing Radiographs	100%	100%
<b>Complete Series or Panorex Radiographs</b> Limited to 1 time per consecutive 36 months.	100%	100%
<b>Oral/Facial Photographic Images</b> Limited to 1 time per consecutive 36 months.	100%	100%
<b>Diagnostic Casts</b> Limited to one time per consecutive 24 months.	100%	100%
<b>Extraoral Radiographs</b> Limited to 2 films per calendar year.	100%	100%
<b>Intraoral - Complete Series (including bitewings)</b> Limited to 1 time per consecutive 36 months. Vertical bitewings can not be billed in conjunction with a complete series.	100%	100%
<b>Intraoral Periapical Radiographs</b>	100%	100%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Pulp Vitality Tests</b> Limited to 1 charge per visit, regardless of how many teeth are tested.	100%	100%
<b>Intraoral Occlusal Film</b>	100%	100%
<b>Periodic Oral Evaluation</b> Limited to 2 times per calendar year. Not Covered if done in conjunction with other exams.	100%	100%
<b>Comprehensive Oral Evaluation</b> Limited to 2 times per calendar year. Not Covered if done in conjunction with other exams.	100%	100%
<b>Limited or Detailed Oral Evaluation</b> Limited to 2 times per calendar year. Only 1 exam is Covered per date of service.	100%	100%
<b>Comprehensive Periodontal Evaluation - new or established patient</b> Limited to 2 times per calendar year.	100%	100%
<b>Adjunctive Pre-Diagnostic Test that aids in detection of mucosal abnormalities including premalignant and malignant lesions, not to include cytology or biopsy procedures</b> Limited to 1 time per consecutive 12 months.	100%	100%
<b>PREVENTIVE SERVICES</b>		
<b>Dental Prophylaxis Cleanings</b> Limited to 2 times per calendar.	100%	100%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Fluoride Treatments</b> Limited to 2 times per calendar year.	100%	100%
<b>MINOR RESTORATIVE SERVICES</b>		
<b>Amalgam Restorations Fillings</b> Multiple restorations on one surface will be treated as a single filling.	50%	50%
<b>Composite Resin Restorations Fillings</b> Composite Resin Restorations - Anterior and Posterior Multiple restorations on one surface will be treated as a single filling.	50%	50%
<b>Gold Foil Restorations</b> Multiple restorations on one surface will be treated as a single filling.	50%	50%
<b>Sealants</b> Limited to Covered Persons under the age of 16 years and once per first or second permanent molar every consecutive 36 months.	50%	50%
<b>Space Maintainers</b> Limited to Covered Persons under the age of 16 years, once per consecutive 60 months. Benefit includes all adjustments within 6 months of installation.	50%	50%
<b>Re-Cement Space Maintainers</b> Limited to 1 per consecutive 6 months after initial insertion.	50%	50%



Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>ENDODONTICS</b>		
<b>Apexification</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Apicoectomy and Retrograde filling</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Hemisection</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Root Canal Therapy</b> Limited to 1 time per tooth per lifetime. Dentist who performed the original root canal should not be reimbursed for the retreatment for the first 12 months.	50%	50%
<b>Retreatment of Previous Root Canal Therapy</b> Dentist who performed the original root canal should not be reimbursed for the retreatment for the first 12 months.	50%	50%
<b>Root Resection/Amputation</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Therapeutic Pulpotomy</b> Limited to 1 time per primary or secondary tooth per lifetime.	50%	50%
<b>Pulpal Therapy (resorbable filling) - Anterior or Posterior, Primary Tooth (excluding final restoration)</b> Limited to 1 time per tooth per lifetime. Covered for anterior or posterior teeth only.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Pulp Caps - Direct/Indirect – excluding final restoration</b> Not covered if utilized solely as a liner or base underneath a restoration.	50%	50%
<b>Pulpal Debridement, Primary and Permanent Teeth</b> Limited to 1 time per tooth per lifetime. This procedure is not to be used when endodontic services are done on the same date of service.	50%	50%
<b>PERIODONTICS</b>		
<b>Crown Lengthening</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Gingivectomy/Gingivoplasty</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Gingival Flap Procedure</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Osseous Graft</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Osseous Surgery</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Guided Tissue Regeneration</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Soft Tissue Surgery</b> Limited to 1 per quadrant or site per consecutive 36 months.	50%	50%
<b>Periodontal Maintenance</b> Limited to 2 times per calendar year following active or adjunctive periodontal therapy, exclusive of gross debridement.	50%	50%
<b>Full Mouth Debridement</b> Limited to once per consecutive 36 months.	50%	50%
<b>Provisional Splinting</b> Cannot be used to restore vertical dimension or as part of full mouth rehabilitation, should not include use of laboratory based crowns and/or fixed partial dentures (bridges). Exclusion of laboratory based crowns or bridges for the purposes of provisional splinting.	50%	50%
<b>Scaling and Root Planning</b> Limited to 1 time per quadrant per consecutive 24 months.	50%	50%
<b>Localized Delivery of Antimicrobial Agents</b> via a controlled release vehicle into diseased crevicular tissue, per tooth, by report Limited to 3 sites per quadrant, or 12 sites total, for refractory pockets, or in conjunction with scaling or root planing,	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
by report.		
<b>ORAL SURGERY</b>		
<b>Alveoloplasty</b>	50%	50%
<b>Biopsy</b> Limited to 1 biopsy per site per visit.	50%	50%
<b>Frenectomy/Frenuloplasty</b>	50%	50%
<b>Incision and Drainage</b> Limited to 1 per site per visit.	50%	50%
<b>Removal of a Benign Cyst/Lesions</b> Limited to 1 per site per visit.	50%	50%
<b>Root Removal</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Simple Extraction</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Surgical Extraction of Erupted Teeth or Roots</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Surgical Extraction of Impacted Teeth</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Surgical Access, Surgical Exposure, or Immobilization of Unerupted Teeth</b> Limited to 1 time per tooth per lifetime.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Primary Closure of a Sinus Perforation</b> Limited to 1 per tooth per lifetime.	50%	50%
<b>Placement of Device to Facilitate Eruption of Impacted Tooth</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Transseptal Fiberotomy/Supra Crestal Fiberotomy, by report</b> Limited to 1 time per tooth per lifetime.	50%	50%
<b>Vestibuloplasty</b>	50%	50%
<b>Bone Replacement Graft for Ridge Preservation - per site</b> Limited to 1 per site per lifetime Not Covered if done in conjunction with other bone graft replacement procedures.	50%	50%
<b>Excision of Hyperplastic Tissue or Pericoronal Gingiva</b> Limited to 1 per site per consecutive 36 months.	50%	50%
<b>Appliance Removal (not by dentist who placed appliance) includes removal of arch bar</b> Limited to once per appliance per lifetime.	50%	50%
<b>Tooth Reimplantation and/or Transplantation Services</b> Limited to 1 per site per lifetime.	50%	50%
<b>Oroantral Fistula Closure</b> Limited to 1 per site per visit.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>ADJUNCTIVE SERVICES</b>		
<b>Analgesia</b> Covered when Necessary in conjunction with Covered Dental Services. If required for patients under 6 years of age or patients with behavioral problems or physical disabilities or if it is clinically Necessary. Covered for patients over age of 6 if it is clinically Necessary.	50%	50%
<b>Desensitizing Medicament</b>	50%	50%
<b>General Anesthesia</b> Covered when Necessary in conjunction with Covered Dental Services. If required for patients under 6 years of age or patients with behavioral problems or physical disabilities or if it is clinically Necessary. Covered for patients over age of 6 if it is clinically Necessary.	50%	50%
<b>Local Anesthesia</b> Not Covered in conjunction with operative or surgical procedure.	50%	50%
<b>Intravenous Sedation and Analgesia</b> Covered when Necessary in conjunction with Covered Dental Services. If required for patients under 6 years of age or patients with behavioral problems or physical disabilities or if it is clinically Necessary. Covered for patients over age of 6 if it is clinically Necessary.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Therapeutic Drug Injection, by report/Other Drugs and/or Medicaments, by report</b> Limited to 1 per visit.	50%	50%
<b>Occlusal Adjustment</b>	50%	50%
<b>Occlusal Guards</b> Limited to 1 guard every consecutive 36 months and only covered if prescribed to control habitual grinding.	50%	50%
<b>Occlusal Guard Reline and Repair</b> Limited to relining and repair performed more than 6 months after the initial insertion. Limited to 1 time per consecutive 12 months.	50%	50%
<b>Occlusion Analysis - Mounted Case</b> Limited to 1 time per consecutive 60 months.	50%	50%
<b>Palliative Treatment</b> Covered as a separate benefit only if no other services, other than exam and radiographs, were done on the same tooth during the visit.	50%	50%
<b>Consultation (diagnostic service provided by dentists or physician other than practitioner providing treatment.)</b> Not Covered if done with exams or professional visit.	50%	50%
<b>MAJOR RESTORATIVE SERVICES</b> Replacement of complete dentures, fixed or removable partial dentures, crowns, inlays or onlays previously submitted for payment under the plan is limited to 1 time per consecutive 60 months from initial or supplemental placement.		

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Coping</b> Limited to 1 per tooth per consecutive 60 months. Not Covered if done at the same time as a crown on same tooth.	50%	50%
<b>Crowns – Retainers/Abutments</b> Limited to 1 time per tooth per consecutive 60 months. Covered only when a filling cannot restore the tooth. Not Covered if done in conjunction with any other inlay, onlay and crown codes except post and core buildup codes.	50%	50%
<b>Crowns - Restorations</b> Limited to 1 time per tooth per consecutive 60 months. Covered only when a filling cannot restore the tooth. Not Covered if done in conjunction with any other inlay, onlay and crown codes except post and core buildup codes.	50%	50%
<b>Temporary Crowns - Restorations</b> Limited to 1 time per tooth per consecutive 60 months. Covered only when a filling cannot restore the tooth. Not Covered if done in conjunction with any other inlay, onlay and crown codes except post and core buildup codes.	50%	50%
<b>Inlays/Onlays – Retainers/Abutments</b> Limited to 1 time per tooth per 60 consecutive months. Not Covered if done in conjunction with any other inlay, onlay and crown codes except post and core buildup codes.	50%	50%



Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>Inlays/Onlays - Restorations</b> Limited to 1 time per tooth per consecutive 60 months. Covered only when a filling cannot restore the tooth. Not Covered if done in conjunction with any other inlay, onlay and crown codes except post and core buildup codes.	50%	50%
<b>Pontics</b> Limited to 1 time per tooth per consecutive 60 months.	50%	50%
<b>Retainer-Cast Metal for Resin Bonded Fixed Prosthesis</b> Limited to 1 time per tooth per consecutive 60 months.	50%	50%
<b>Pin Retention</b> Limited to 2 pins per tooth; not covered in addition to cast restoration.	50%	50%
<b>Post and Cores</b> Covered only for teeth that have had root canal therapy.	50%	50%
<b>Re-cement Bridges</b> Re-Cement Inlays/Onlays, Crowns, Bridges and Post and Core Limited to those performed more than 12 months after the initial insertion.	50%	50%
<b>Sedative Filling</b> Covered as a separate benefit only if no other service, other than x-rays and exam, were done on the same tooth during the visit.	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<p><b>Stainless Steel Crowns</b>                      Limited to 1 time per tooth per consecutive 60 months. Covered only when a filling cannot restore the tooth. Prefabricated esthetic coated stainless steel crown - primary tooth, are limited to primary anterior teeth.</p>	50%	50%
<p><b>FIXED PROSTHETICS</b>                      Replacement of complete dentures, fixed or removable partial dentures, crowns, inlays or onlays previously submitted for payment under the plan is limited to 1 time per consecutive 60 months from initial or supplemental placement.</p>		
<p><b>Fixed Partial Dentures (Bridges)</b>                      Limited to 1 time per tooth per consecutive 60 months.</p>	50%	50%

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<b>REMOVABLE PROSTHETICS</b>		
Replacement of complete dentures, fixed or removable partial dentures, crowns, inlays or onlays previously submitted for payment under the plan is limited to 1 time per consecutive 60 months from initial or supplemental placement.		
<b>Full Dentures</b> Limited to 1 per consecutive 60 months. No additional allowances for precision or semi-precision attachments.	50%	50%
<b>Partial Dentures</b> Limited to 1 per consecutive 60 months. No additional allowances for precision or semi-precision attachments.	50%	50%
<b>Relining Dentures and Rebasing Dentures</b> Limited to relining/rebasing performed more than 6 months after the initial insertion. Limited to 1 time per consecutive 12 months.	50%	50%
<b>Tissue Conditioning - Maxillary or Mandibular</b> Limited to 1 time per consecutive 12 months.	50%	50%
<b>Repairs to Full Dentures, Partial Dentures, Bridges</b> Repairs or Adjustments to Full Dentures, Partial Dentures, Bridges or Crowns. Limited to repairs or adjustments performed more than 12 months after the initial insertion. Limited to 1 per consecutive 6 months.	50%	50%
<b>ORTHODONTICS</b>		

Benefit Description & Limitation	Percentage of Eligible Expenses Payable by the Plan:	
	Network	Non-Network*
*You must also pay the amount of the Dentist's fee, if any, which is greater than the Eligible Expense.		
<p><b>Orthodontic Services</b>                      Services or supplies furnished by a Dentist to a Covered Person in order to diagnose or correct misalignment of the teeth or the bite. The extended coverage provision does not apply to orthodontic services.                      Limited to Covered Persons under the age of 16 years.</p>	50%	50%
<p><b>Appliance Therapy, Fixed or Removable</b>                      Limited to 1 time per consecutive 60 months. This includes retainers, habit appliances, and any fixed or removable interceptive orthodontic appliances.</p>	50%	50%
<p><b>Cephalometric Film</b>                      Limited to 1 per consecutive 12 months.                      Can only be billed for orthodontics.</p>	50%	50%

## **SECTION 5 - EXCLUSIONS: WHAT THE DENTAL PLAN WILL NOT COVER**

Except as may be specifically provided in the Section entitled *Plan Highlights* through a rider to the Plan or through an Amendment to the SPD, the following are not Covered:

1. Dental Services that are not Necessary.
2. Hospitalization or other facility charges.
3. Any Dental Procedure performed solely for cosmetic/aesthetic reasons. (Cosmetic procedures are those procedures that improve physical appearance.)
4. Reconstructive Surgery regardless of whether or not the surgery which is incidental to a dental disease, injury, or Congenital Anomaly when the primary purpose is to improve physiological functioning of the involved part of the body.
5. Any Dental Procedure not directly associated with dental disease.
6. Any Dental Procedure not performed in a dental setting.
7. Procedures that are considered to be Experimental, Investigational or Unproven. This includes pharmacological regimens not accepted by the American Dental Association (ADA) Council on Dental Therapeutics. The fact that an Experimental, Investigational or Unproven Service, treatment, device or pharmacological regimen is the only available treatment for a particular condition will not result in Coverage if the procedure is considered to be Experimental, Investigational or Unproven in the treatment of that particular condition.
8. Placement of dental implants, implant-supported abutments and prostheses.
9. Drugs/medications, obtainable with or without a prescription, unless they are dispensed and utilized in the dental office during the patient visit.
10. Services for injuries or conditions covered by Worker's Compensation or employer liability laws, and services that are provided without cost to the Covered Person by any municipality, county, or other political subdivision. This exclusion does not apply to any services covered by Medicaid or Medicare.
11. Setting of facial bony fractures and any treatment associated with the dislocation of facial skeletal hard tissue.
12. Treatment of benign neoplasms, cysts, or other pathology involving benign lesions, except excisional removal. Treatment of malignant neoplasms or Congenital Anomalies of hard or soft tissue, including excision.
13. Replacement of complete dentures, and fixed and removable partial dentures or crowns, if damage or breakage was directly related to Dental error. This type of replacement is the responsibility of the Dentist. If replacement is necessary because of patient non-compliance, the patient is liable for the cost of replacement.

14. Services related to the temporomandibular joint (TMJ), either bilateral or unilateral. Upper and lower jaw bone surgery (including that related to the temporomandibular joint). No Coverage is provided for orthognathic surgery, jaw alignment, or treatment for the temporomandibular joint.
15. Charges for failure to keep a scheduled appointment without giving the dental office 24 hours notice.
16. Expenses for dental procedures begun prior to the Covered Person's eligibility with the Plan.
17. Fixed or removable prosthodontic restoration procedures for complete oral rehabilitation or reconstruction.
18. Attachments to conventional removable prostheses or fixed bridgework. This includes semi-precision or precision attachments associated with partial dentures, crown or bridge abutments, full or partial overdentures, any internal attachment associated with an implant prosthesis, and any elective endodontic procedure related to a tooth or root involved in the construction of a prosthesis of this nature.
19. Procedures related to the reconstruction of a patient's correct vertical dimension of occlusion (VDO).
20. Occlusal guards used as safety items or to affect performance primarily in sports-related activities.
21. Placement of fixed partial dentures solely for the purpose of achieving periodontal stability.
22. Services rendered by a Dentist with the same legal residence as a Covered Person or who is a member of a Covered Person's family, including spouse, brother, sister, parent or child.
23. Acupuncture; acupressure and other forms of alternative treatment, whether or not used as anesthesia.
24. Orthodontic coverage does not include the installation of a space maintainer, any treatment related to treatment of the temporomandibular joint, any surgical procedure to correct a malocclusion, replacement of lost or broken retainers and/or habit appliances, and any fixed or removable interceptive orthodontic appliances previously submitted for payment under the plan.
25. In the event that a non-Network Dentist routinely waives Coinsurance and/or the Deductible for a particular Dental Service, the Dental Service for which the Coinsurance and/or Deductible are waived is reduced by the amount waived by the non-Network Dentist.
26. Foreign Services are not Covered unless required as an Emergency.

27. Dental Services received as a result of war or any act of war, whether declared or undeclared or caused during service in the armed forces of any country.
28. Any Dental Services or Procedures not listed in Section 4, *Plan Highlights*.

## SECTION 6 - CLAIMS PROCEDURES

**What this section includes:**

- How Network and non-Network claims work; and
- What to do if your claim is denied, in whole or in part.

### Network Benefits

In general, if you receive Covered Dental Services from a Network Dentist, the Dentist will be paid directly. If a Network Dentist bills you for any Covered Health Service other than your Coinsurance, please contact the Dentist or call the phone number on your ID card for assistance.

Keep in mind, you are responsible for paying any Coinsurance owed to a Network Dentist at the time of service, or when you receive a bill from the Dentist.

### Non-Network Benefits

If you receive a bill for Covered Dental Services from a non-Network Dentist, you (or the Dentist if they prefer) must submit the bill for processing. To make sure the claim is processed promptly and accurately, a completed claim form must be attached and mailed to the address on the back of your ID card.

### If Your Dentist Does Not File Your Claim

You can obtain a claim form by visiting [www.myuhcdental.com](http://www.myuhcdental.com), calling the toll-free number on your ID card or contacting the Insurance Office. If you do not have a claim form, simply attach a brief letter of explanation to the bill, and verify that the bill contains the information listed below. If any of these items are missing from the bill, you can include them in your letter:

- your name and address;
- the patient's name, age and relationship to the Participant;
- the number as shown on your ID card;
- the name, address and tax identification number of the Dentist of the service(s);
- a diagnosis from the Dentist;
- the date of service;
- an itemized bill from the Dentist that includes:
  - the American Dental Association (ADA) codes;
  - a description of, and the charge for, each service;
  - the date the sickness or injury began; and
  - a statement indicating either that you are, or you are not, enrolled for coverage under any other health insurance plan or program. If you are enrolled for other coverage you must include the name and address of the other carrier(s).



Failure to provide all the information listed above may delay any reimbursement that may be due you.

After your claim has been processed, you will receive payment for Benefits that the Plan allows. It is your responsibility to pay the non-Network Dentist the charges you incurred, including any difference between what you were billed and what the Plan paid.

Non-Network Benefits will be paid to you unless:

- the Dentist provides notice that you have signed an authorization to assign Benefits directly to that Dentist; or
- you make a written request for the non-Network Dentist to be paid directly at the time you submit your claim.

Benefits will only be paid to you or, with written authorization by you, to your Dentist, and not to a third party, even if your Dentist has assigned Benefits to that third party.

### **Explanation of Benefits (EOB)**

You may receive an Explanation of Benefits (EOB) after your claim is processed. The EOB will let you know if there is any portion of the claim you need to pay. If any claims are denied in whole or in part, the EOB will include the reason for the denial or partial payment. You can also view and print all of your EOBs online at [www.myuhcdental.com](http://www.myuhcdental.com). See Section 11, *Glossary* for the definition of Explanation of Benefits.

#### **Important**

All claim forms must be submitted within 12 months after the date of service. Otherwise, the Plan will not pay any Benefits for that Eligible Expense, or Benefits will be reduced. This 12-month requirement does not apply if you are legally incapacitated. If your claim relates to an Inpatient Stay, the date of service is the date your Inpatient Stay ends.

### **Claim Denials and Appeals**

#### *If Your Claim is Denied*

If a claim for Benefits is denied in part or in whole, you may call UnitedHealthcare Dental at the number on your ID card before requesting a formal appeal. If UnitedHealthcare Dental cannot resolve the issue to your satisfaction over the phone, you have the right to file a formal appeal as described below.

#### *How to Appeal a Denied Claim*

If a claim for Benefits is denied in part or in whole, you may call the number on your ID card before requesting a formal appeal. If the issue cannot be resolved to your satisfaction over the phone, you have the right to file a formal appeal as described below.

- the patient's name and ID number as shown on the ID card;
- the Dentist's name;
- the date of dental service;

- the reason you disagree with the denial; and
- any documentation or other written information to support your request.

You or your enrolled Dependent may send a written request for an appeal to:

Dental-Appeals  
 P.O. Box 30569  
 Salt Lake City, UT 84130-0569

***Review of an Appeal***

A full and fair review of your appeal will be conducted. The appeal may be reviewed by:

- an appropriate individual(s) who did not make the initial benefit determination; and
- a health care professional with appropriate expertise who was not consulted during the initial benefit determination process.

Once the review is complete, if the denial is upheld, you will receive a written explanation of the reasons and facts relating to the denial.

**Types of claims**  
 The timing of the claims appeal process is based on the type of claim you are appealing. If you wish to appeal a claim, it helps to understand whether it is an:

- urgent care;
- pre-service; or
- post-service claim.

***Timing of Appeals Determinations***

Separate schedules apply to the timing of claims appeals, depending on the type of claim. There are three types of claims:

- Urgent Care - a claim for Benefits provided in connection with Emergency services;
- Pre-Service - a claim for Benefits filed before non-Urgent Care is provided; and
- Post-Service - a claim for reimbursement of the cost of non-Urgent Care that has already been provided.

The tables below describe the time frames which you and the Claims Administrator are required to follow.

<b>Urgent Care Claims*</b>	
<b>Type of Claim or Appeal</b>	<b>Timing</b>
If your claim is incomplete, you must be notified within	<b>24 hours</b>
You must then provide completed claim information to UnitedHealthcare Dental within:	<b>48 hours</b> after receiving notice

<b>Urgent Care Claims*</b>	
<b>Type of Claim or Appeal</b>	<b>Timing</b>
If your initial claim is denied, you must be notified of the denial:	
■ if the initial claim is complete, within:	<b>72 hours</b>
■ after receiving the completed claim (if the initial claim is incomplete), within:	<b>48 hours</b>
You must appeal the claim denial no later than:	<b>180 days</b> after receiving the denial
You must be notified of the appeal decision within:	<b>72 hours</b> after receiving the appeal

\*You do not need to submit Urgent Care appeals in writing. You should call UnitedHealthcare Dental as soon as possible to appeal an Urgent Care claim.

<b>Pre-Service Claims</b>	
<b>Type of Claim or Appeal</b>	<b>Timing</b>
If your claim is filed improperly, you must be notified within:	<b>5 days</b>
If your claim is incomplete, you must be notified within:	<b>15 days</b>
You must then provide completed claim information within:	<b>45 days</b> after receiving an extension notice *
If your initial claim is denied, you must be notified of the denial:	
■ if the initial claim is complete, within:	<b>15 days</b>
■ after receiving the completed claim (if the initial claim is incomplete), within:	<b>15 days</b>
You must appeal the claim denial no later than:	<b>180 days</b> after receiving the denial
You must be notified of the first level appeal decision within:	<b>15 days</b> after receiving the first level appeal

\*A one-time extension of no more than 15 days may be required only if more time is needed due to uncontrollable circumstances.

<b>Post-Service Claims</b>	
<b>Type of Claim or Appeal</b>	<b>Timing</b>
If your claim is incomplete, you must be notified within:	<b>30 days</b>
You must then provide completed claim information to UnitedHealthcare Dental within:	<b>45 days</b> after receiving an extension notice *
If your initial claim is denied, you must be notified of the denial:	
■ if the initial claim is complete, within:	<b>30 days</b>
■ after receiving the completed claim (if the initial claim is incomplete), within:	<b>30 days</b>
You must appeal the claim denial no later than:	<b>180 days</b> after receiving the denial
You must be notified of the first level appeal decision within:	<b>30 days</b> after receiving the first level appeal

\* A one-time extension of no more than 15 days may be required only if more time is needed due to uncontrollable circumstances.

***Limitation of Action***

You cannot bring any legal action against Catholic Diocese of Columbus or the Claims Administrator to recover reimbursement until 90 days after you have properly submitted a request for reimbursement as described in this section and all required reviews of your claim have been completed. If you want to bring a legal action against Catholic Diocese of Columbus or the Claims Administrator, you must do so within three years from the expiration of the time period in which a request for reimbursement must be submitted or you lose any rights to bring such an action against Catholic Diocese of Columbus or the Claims Administrator.

You cannot bring any legal action against Catholic Diocese of Columbus or the Claims Administrator for any other reason unless you first complete all the steps in the appeal process described in this section. After completing that process, if you want to bring a legal action against Catholic Diocese of Columbus or the Claims Administrator you must do so within three years of the date you are notified of our final decision on your appeal or you lose any rights to bring such an action against Catholic Diocese of Columbus or the Claims Administrator.

## SECTION 7 - SUBROGATION AND REIMBURSEMENT

The Plan has a right to subrogation and reimbursement.

Subrogation applies when the plan has paid Benefits on your behalf for a Sickness or Injury for which a third party is alleged to be responsible. The right to subrogation means that the Plan is substituted to and shall succeed to any and all legal claims that you may be entitled to pursue against any third party for the Benefits that the Plan has paid that are related to the Sickness or Injury for which a third party is alleged to be responsible.

The right to reimbursement means that if a third party causes or is alleged to have caused a Sickness or Injury for which you receive a settlement, judgment, or other recovery from any third party, you must use those proceeds to fully return to the Plan 100% of any Benefits you received for that Sickness or Injury.

The following persons and entities are considered third parties:

- a person or entity alleged to have caused you to suffer a Sickness, Injury or damages, or who is legally responsible for the Sickness, Injury or damages;
- any insurer or other indemnifier of any person or entity alleged to have caused or who caused the Sickness, Injury or damages;
- the Plan Sponsor (for example workers' compensation cases);
- any person or entity who is or may be obligated to provide benefits or payments to you, including benefits or payments for underinsured or uninsured motorist protection, no-fault or traditional auto insurance, dental payment coverage (auto, homeowners or otherwise), workers' compensation coverage, other insurance carriers or third party administrators; and
- any person or entity that is liable for payment to you on any equitable or legal liability theory.

You agree as follows:

- You will cooperate with the Plan in protecting its legal and equitable rights to subrogation and reimbursement in a timely manner, including, but not limited to:
  - notifying the Plan, in writing, of any potential legal claim(s) you may have against any third party for acts which caused Benefits to be paid or become payable;
  - providing any relevant information requested by the Plan;
  - signing and/or delivering such documents as the Plan or its agents reasonably request to secure the subrogation and reimbursement claim;
  - responding to requests for information about any accident or injuries;
  - making court appearances;
  - obtaining the Plan's consent or its agents' consent before releasing any party from liability or payment of dental expenses; and
  - complying with the terms of this section.

Your failure to cooperate with the Plan is considered a breach of contract. As such, the Plan has the right to terminate your Benefits, deny future Benefits, take legal action against you, and/or set off from any future Benefits the value of Benefits the Plan has paid relating to any Sickness or Injury alleged to have been caused or caused by any third party to the extent not recovered by the Plan due to you or your representative not cooperating with the Plan. If the Plan incurs attorneys' fees and costs in order to collect third party settlement funds held by you or your representative, the Plan has the right to recover those fees and costs from you. You will also be required to pay interest on any amounts you hold which should have been returned to the Plan.

- The Plan has a first priority right to receive payment on any claim against a third party before you receive payment from that third party. Further, the Plan's first priority right to payment is superior to any and all claims, debts or liens asserted by any dental providers, including but not limited to Hospitals or emergency treatment facilities, that assert a right to payment from funds payable from or recovered from an allegedly responsible third party and/or insurance carrier.
- The Plan's subrogation and reimbursement rights apply to full and partial settlements, judgments, or other recoveries paid or payable to you or your representative, no matter how those proceeds are captioned or characterized. Payments include, but are not limited to, economic, non-economic, and punitive damages. The Plan is not required to help you to pursue your claim for damages or personal injuries and no amount of associated costs, including attorneys' fees, shall be deducted from the Plan's recovery without the Plan's express written consent. No so-called "Fund Doctrine" or "Common Fund Doctrine" or "Attorney's Fund Doctrine" shall defeat this right.
- Regardless of whether you have been fully compensated or made whole, the Plan may collect from you the proceeds of any full or partial recovery that you or your legal representative obtain, whether in the form of a settlement (either before or after any determination of liability) or judgment, no matter how those proceeds are captioned or characterized. Proceeds from which the Plan may collect include, but are not limited to, economic, non-economic, and punitive damages. No "collateral source" rule, any "Made-Whole Doctrine" or "Make-Whole Doctrine," claim of unjust enrichment, nor any other equitable limitation shall limit the Plan's subrogation and reimbursement rights.
- Benefits paid by the Plan may also be considered to be Benefits advanced.
- If you receive any payment from any party as a result of Sickness or Injury, and the Plan alleges some or all of those funds are due and owed to the Plan, you shall hold those funds in trust, either in a separate bank account in your name or in your attorney's trust account. You agree that you will serve as a trustee over those funds to the extent of the Benefits the Plan has paid.
- The Plan's rights to recovery will not be reduced due to your own negligence.
- Upon the Plan's request, you will assign to the Plan all rights of recovery against third parties, to the extent of the Benefits the Plan has paid for the Sickness or Injury.
- The Plan may, at its option, take necessary and appropriate action to preserve its rights under these subrogation provisions, including but not limited to, providing or exchanging dental payment information with an insurer, the insurer's legal representative

or other third party and filing suit in your name, which does not obligate the Plan in any way to pay you part of any recovery the Plan might obtain.

- You may not accept any settlement that does not fully reimburse the Plan, without its written approval.
- The Plan has the authority and discretion to resolve all disputes regarding the interpretation of the language stated herein.
- In the case of your wrongful death or survival claim, the provisions of this section apply to your estate, the personal representative of your estate, and your heirs or beneficiaries.
- No allocation of damages, settlement funds or any other recovery, by you, your estate, the personal representative of your estate, your heirs, your beneficiaries or any other person or party, shall be valid if it does not reimburse the Plan for 100% of its interest unless the Plan provides written consent to the allocation.
- The provisions of this section apply to the parents, guardian, or other representative of a Dependent child who incurs a Sickness or Injury caused by a third party. If a parent or guardian may bring a claim for damages arising out of a minor's Sickness or Injury, the terms of this subrogation and reimbursement clause shall apply to that claim.
- If a third party causes or is alleged to have caused you to suffer a Sickness or Injury while you are covered under this Plan, the provisions of this section continue to apply, even after you are no longer covered.
- The Plan and all Administrators administering the terms and conditions of the Plan's subrogation and reimbursement rights have such powers and duties as are necessary to discharge its duties and functions, including the exercise of its discretionary authority to (1) construe and enforce the terms of the Plan's subrogation and reimbursement rights and (2) make determinations with respect to the subrogation amounts and reimbursements owed to the Plan.

### **Right of Recovery**

The Plan also has the right to recover benefits it has paid on you or your Dependent's behalf that were:

- made in error;
- due to a mistake in fact;
- advanced during the time period of meeting the calendar year Deductible; or
- advanced during the time period of meeting the Out-of-Pocket Maximum for the calendar year.

Benefits paid because you or your Dependent misrepresented facts are also subject to recovery.

If the Plan provides a Benefit for you or your Dependent that exceeds the amount that should have been paid, the Plan will:

- require that the overpayment be returned when requested, or

- reduce a future benefit payment for you or your Dependent by the amount of the overpayment.

If the Plan provides an advancement of benefits to you or your Dependent during the time period of meeting the Deductible and/or meeting the Out-of-Pocket Maximum for the calendar year, the Plan will send you or your Dependent a monthly statement identifying the amount you owe with payment instructions. The Plan has the right to recover Benefits it has advanced by:

- submitting a reminder letter to you or a covered Dependent that details any outstanding balance owed to the Plan; and
- conducting courtesy calls to you or a covered Dependent to discuss any outstanding balance owed to the Plan.



## SECTION 8 - WHEN COVERAGE ENDS

**What this section includes:**

- Circumstances that cause coverage to end; and
- How to continue coverage after it ends.

Your entitlement to Benefits automatically ends on the date that coverage ends, even if you are receiving dental treatment on that date.

When your coverage ends, Catholic Diocese of Columbus will still pay claims for Covered Dental Services that you received before your coverage ended. However, once your coverage ends, Benefits are not provided for dental services that you receive after coverage ended, even if the underlying medical condition occurred before your coverage ended.

Your coverage under the Plan will end on the earliest of:

- the last day of the month your employment with the Company ends;
- the date the Plan ends;
- the last day of the month you stop making the required contributions;
- the last day of the month you are no longer eligible;
- the last day of the month UnitedHealthcare Dental receives written notice from Catholic Diocese of Columbus to end your coverage, or the date requested in the notice, if later; or
- the last day of the month you retire or are pensioned under the Plan.

Coverage for your eligible Dependents will end on the earliest of:

- the date your coverage ends;
- the last day of the month you stop making the required contributions;
- the last day of the month UnitedHealthcare Dental receives written notice from Catholic Diocese of Columbus to end your coverage, or the date requested in the notice, if later; or
- the last day of the month your Dependents no longer qualify as Dependents under this Plan.

The Plan will provide written notice to you that your coverage has ended if any of the following occur:

- you permit an unauthorized person to use your ID card or you use another person's ID card;
- you knowingly give UnitedHealthcare Dental false material information including, but not limited to, false information relating to another person's eligibility or status as a Dependent;

- you commit an act of physical or verbal abuse that imposes a threat to Catholic Diocese of Columbus's staff, UnitedHealthcare Dental's staff, a Dentist or another Covered Person; or
- you violate any terms of the Plan.

**Note:** Catholic Diocese of Columbus has the right to demand that you pay back Benefits Catholic Diocese of Columbus paid to you, or paid in your name, during the time you were incorrectly covered under the Plan.

### **Coverage for a Disabled Child**

If an unmarried enrolled Dependent child with a mental or physical disability reaches an age when coverage would otherwise end, the Plan will continue to cover the child, as long as:

- the child is unable to be self-supporting due to a mental or physical handicap or disability;
- the child depends mainly on you for support;
- you provide to Catholic Diocese of Columbus proof of the child's incapacity and dependency within 31 days of the date coverage would have otherwise ended because the child reached a certain age; and
- you provide proof, upon Catholic Diocese of Columbus's request, that the child continues to meet these conditions.

The proof might include dental examinations at the Plan's expense. However, you will not be asked for this information more than once a year. If you do not supply such proof within 31 days, the Plan will no longer pay Benefits for that child.

Coverage will continue, as long as the enrolled Dependent is incapacitated and dependent upon you, unless coverage is otherwise terminated in accordance with the terms of the Plan.

## SECTION 9 - COORDINATION OF BENEFITS

### What this section includes:

- How your Benefits under this Plan coordinate with other plans;
- How coverage is affected if you become eligible for Medicare; and
- Procedures in the event the Plan overpays Benefits.

### Coordination of Benefits Applicability

This coordination of benefits (COB) provision applies when a person has health or dental coverage under more than one Coverage Plan. "Coverage Plan" is defined below.

The order of benefit determination rules below determine which Coverage Plan will pay as the primary Coverage Plan. The primary Coverage Plan that pays first pays without regard to the possibility that another Coverage Plan may cover some expenses. A secondary Coverage Plan pays after the primary Coverage Plan and may reduce the benefits it pays so that payments from all group Coverage Plans do not exceed 100% of the total allowable expense.

### Definitions

For purposes of this Section, Coordination of Benefits, terms are defined as follows:

- A "Coverage Plan" is any of the following that provides benefits or services for dental care or treatment. However, if separate contracts are used to provide coordinated coverage for members of a group, the separate contracts are considered parts of the same Coverage Plan and there is no COB among those separate contracts.
  - "Plan" includes: group insurance, closed panel or other forms of group or group-type coverage (whether insured or uninsured); dental benefits under group or individual automobile contracts; and Medicare or other governmental benefits, as permitted by law.
  - "Plan" does not include: individual or family insurance; closed panel or other individual coverage (except for group-type coverage); school accident type coverage; benefits for non-dental components of group long-term care policies; Medicare supplement policies, Medicaid policies and coverage under other governmental plans, unless permitted by law.

Each contract for coverage under either definition of "Plan" is a separate Coverage Plan. If a Coverage Plan has two parts and COB rules apply only to one of the two, each of the parts is treated as a separate Coverage Plan.

- The order of benefit determination rules determine whether this Coverage Plan is a "primary Coverage Plan" or "secondary Coverage Plan" when compared to another Coverage Plan covering the person.

When this Coverage Plan is primary, its benefits are determined before those of any other Coverage Plan and without considering any other Coverage Plan's benefits. When this Coverage Plan is secondary, its benefits are determined after those of another Coverage Plan and may be reduced because of the primary Coverage Plan's benefits.

- "Allowable expense" means a health care service or expense, including deductibles and coinsurance, that is covered at least in part by any of the Coverage Plans covering the person. When a Coverage Plan provides benefits in the form of services, (for example a dental HMO) the reasonable cash value of each service will be considered an allowable expense and a benefit paid. An expense or service that is not covered by any of the Coverage Plans is not an allowable expense. The following are examples of expenses or services that are not allowable expenses:
  - If a person is covered by two or more Coverage Plans that compute their benefit payments on the basis of Usual and Customary fees, any amount in excess of the highest of the Usual and Customary fees for a specific benefit is not an allowable expense.
  - If a person is covered by two or more Coverage Plans that provide benefits or services on the basis of negotiated fees, an amount in excess of the highest of the negotiated fees is not an allowable expense.
  - If a person is covered by one Coverage Plan that calculates its benefits or services on the basis of Usual and Customary fees and another Coverage Plan that provides its benefits or services on the basis of negotiated fees, the primary Coverage Plan's payment arrangements will be the allowable expense for all Coverage Plans.
- "Claim determination period" means a calendar year. However, it does not include any part of a year during which a person has no coverage under this Coverage Plan, or before the date this COB provision or a similar provision takes effect.
- "Closed panel Coverage Plan" is a Coverage Plan that provides health or dental benefits to covered persons primarily in the form of services through a panel of providers that have contracted with or are employed by the Coverage Plan, and that limits or excludes benefits for services provided by other providers, except in cases of emergency or referral by a panel member.
- "Custodial parent" means a parent awarded custody by a court decree. In the absence of a court decree, it is the parent with whom the child resides more than one half of the calendar year without regard to any temporary visitation.

### **Order of Benefit Determination Rules**

When two or more Coverage Plans pay benefits, the rules for determining the order of payment are as follows:

- The primary Coverage Plan pays or provides its benefits as if the secondary Coverage Plan or Coverage Plans did not exist.
- A Coverage Plan that does not contain a coordination of benefits provision that is consistent with this provision is always primary. There is one exception: coverage that is obtained by virtue of membership in a group that is designed to supplement a part of a basic package of benefits may provide that the supplementary coverage will be excess to any other parts of the Coverage Plan provided by the contract holder. Examples of these types of situations are major dental coverages that are superimposed over base Coverage Plan hospital and surgical benefits, and insurance type coverages that are written in connection with a closed panel Coverage Plan to provide out-of-network benefits.

- A Coverage Plan may consider the benefits paid or provided by another Coverage Plan in determining its benefits only when it is secondary to that other Coverage Plan.
- The first of the following rules that describes which Coverage Plan pays its benefits before another Coverage Plan is the rule to use.
  - **Non-Dependent or Dependent.** The Coverage Plan that covers the person other than as a dependent, for example as an employee, member, Subscriber or retiree is primary and the Coverage Plan that covers the person as a dependent is secondary. However, if the person is a Medicare beneficiary and, as a result of federal law, Medicare is secondary to the Coverage Plan covering the person as a dependent; and primary to the Coverage Plan covering the person as other than a dependent (e.g. a retired employee); then the order of benefits between the two Coverage Plans is reversed so that the Coverage Plan covering the person as an employee, member, Subscriber or retiree is secondary and the other Coverage Plan is primary.
  - **Child Covered Under More Than One Plan.** The order of benefits when a child is covered by more than one Coverage Plan is:
    - ◆ The primary Coverage Plan is the Coverage Plan of the parent whose birthday is earlier in the year if:
      - the parents are married;
      - the parents are not separated (whether or not they ever have been married);
      - or
      - a court decree awards joint custody without specifying that one party has the responsibility to provide health care coverage.

If both parents have the same birthday, the Coverage Plan that covered either of the parents longer is primary.
    - ◆ If the specific terms of a court decree state that one of the parents is responsible for the child's health or dental care expenses or health or dental care coverage and the Coverage Plan of that parent has actual knowledge of those terms, that Coverage Plan is primary. This rule applies to claim determination periods or Coverage Plan years commencing after the Coverage Plan is given notice of the court decree.
    - ◆ If the parents are not married, or are separated (whether or not they ever have been married) or are divorced, the order of benefits is:
      - the Coverage Plan of the custodial parent;
      - the Coverage Plan of the spouse of the custodial parent;
      - the Coverage Plan of the noncustodial parent; and then
      - the Coverage Plan of the spouse of the noncustodial parent.
  - **Active or inactive employee.** The Coverage Plan that covers a person as an employee who is neither laid off nor retired is primary. The same would hold true if a person is a dependent of a person covered as a retiree and an employee. If the other Coverage Plan does not have this rule, and if, as a result, the Coverage Plans do not agree on the order of benefits, this rule is ignored. Coverage provided an individual as a retired worker and as a dependent of an actively working spouse will be determined under the rule for "Non-Dependent or Dependent"

- **Continuation coverage.** If a person whose coverage is provided under a right of continuation provided by federal or state law also is covered under another Coverage Plan, the Coverage Plan covering the person as an employee, member, Subscriber or retiree (or as that person's dependent) is primary, and the continuation coverage is secondary. If the other Coverage Plan does not have this rule, and if, as a result, the Coverage Plans do not agree on the order of benefits, this rule is ignored.
- **Longer or shorter length of coverage.** The Coverage Plan that covered the person as an employee, member, Subscriber or retiree longer is primary.
- If the preceding rules do not determine the primary Coverage Plan, the allowable expenses will be shared equally between the Coverage Plans meeting the definition of Coverage Plan under this provision. In addition, this Coverage Plan will not pay more than it would have paid had it been primary.

### **Effect on the Benefits of This Coverage Plan**

When this Coverage Plan is secondary, it may reduce its benefits so that the total benefits paid or provided by all Coverage Plans during a claim determination period are not more than 100 percent of total allowable expenses.

When this Coverage Plan is the secondary carrier, this Coverage Plan will only pay up to the allowable amount but never more than what this Coverage Plan would have paid as primary.

- If a covered person is enrolled in two or more closed panel Coverage Plans and if, for any reason, including the provision of service by a non-panel provider, benefits are not payable by one closed panel Coverage Plan, COB will not apply between that Coverage Plan and other closed panel Coverage Plans.

### **Right to Receive and Release Needed Information**

Certain facts about health or dental care coverage and services are needed to apply these COB rules and to determine benefits payable under this Coverage Plan and other Coverage Plans. The Company may get the facts it needs from or give them to other organizations or persons for the purpose of applying these rules and determining benefits payable under this Coverage Plan and other Coverage Plans covering the person claiming benefits.

The Company does not need to tell, or get the consent of, any person to do this. Each person claiming benefits under this Coverage Plan must give the Claims Administrator any facts it needs to apply those rules and determine benefit payable. If you do not provide the Claims Administrator the information it needs to apply these rules and determine the benefits payable, your claim for benefits will be denied.

### **Payments Made**

A payment made under another Coverage Plan may include an amount that should have been paid under this Coverage Plan. If it does, the Claims Administrator (on behalf of the Plan Administrator) may pay that amount to the organization that made the payment. That amount will then be treated as though it was a benefit paid under this Coverage Plan. The Claims Administrator will not have to pay that amount again. The term "payment made"

includes providing benefits in the form of services, in which case "payment made" means reasonable cash value of the benefits provided in the form of services.

### **Right of Recovery**

If the amount of the payments made by the Claims Administrator (on behalf of the Plan Administrator) is more than it should have paid under this COB provision, it may recover the excess from one or more of the persons it had paid or for whom it has paid; or any other person or organization that may be responsible for the benefits or services provided for the covered person. The "amount of the payments made" includes the reasonable cash value of any benefits provided in the form of services.

## SECTION 10 - OTHER IMPORTANT INFORMATION

### What this section includes:

- Court-ordered Benefits for Dependent children;
- Your relationship with the Plan and the Claims Administrator;
- Relationships with Dentists;
- Interpretation of Benefits;
- Information and records;
- Incentives to Dentists and you;
- The future of the Plan; and
- How to access the official Plan documents.

### Qualified Medical Child Support Orders (QMCSOs)

A qualified medical child support order (QMCSO) is a judgment, decree or order issued by a court or appropriate state agency that requires a child to be covered for dental benefits. Generally, a QMCSO is issued as part of a paternity, divorce, or other child support settlement.

If the Plan receives a dental child support order for your child that instructs the Plan to cover the child, the Plan Administrator will review it to determine if it meets the requirements for a QMCSO. If it determines that it does, your child will be enrolled in the Plan as your Dependent, and the Plan will be required to pay Benefits as directed by the order.

You may obtain, without charge, a copy of the procedures governing QMCSOs from the Plan Administrator.

**Note:** A National Medical Support Notice will be recognized as a QMCSO if it meets the requirements of a QMCSO.

### Your Relationship with UnitedHealthcare Dental and Catholic Diocese of Columbus

In order to make choices about your dental coverage and treatment, Catholic Diocese of Columbus believes that it is important for you to understand how UnitedHealthcare Dental interacts with the Plan Sponsor's benefit Plan and how it may affect you. UnitedHealthcare Dental helps administer the Plan Sponsor's benefit plan in which you are enrolled. UnitedHealthcare Dental does not provide dental services or make treatment decisions. This means:

- Catholic Diocese of Columbus and UnitedHealthcare Dental do not decide what care you need or will receive. You and your Dentist make those decisions;



- UnitedHealthcare Dental communicates to you decisions about whether the Plan will cover or pay for the Dental Services that you may receive (the Plan pays for Covered Dental Services, which are more fully described in this SPD); and
- the Plan may not pay for all treatments you or your Dentist may believe are necessary. If the Plan does not pay, you will be responsible for the cost.

Catholic Diocese of Columbus and UnitedHealthcare Dental may use individually identifiable information about you to identify for you (and you alone) procedures, products or services that you may find valuable. Catholic Diocese of Columbus and UnitedHealthcare Dental will use individually identifiable information about you as permitted or required by law, including in our operations and in our research. Catholic Diocese of Columbus and UnitedHealthcare Dental will use de-identified data for commercial purposes including research.

### **Relationship with Dentists**

The relationships between Catholic Diocese of Columbus, UnitedHealthcare Dental and Network Dentists are solely contractual relationships between independent contractors. Network Dentists are not Catholic Diocese of Columbus's agents or employees, nor are they agents or employees of UnitedHealthcare Dental. Catholic Diocese of Columbus and any of its employees are not agents or employees of Network Dentists, nor are UnitedHealthcare Dental and any of its employees agents or employees of Network Dentists.

Catholic Diocese of Columbus and UnitedHealthcare Dental do not provide dental services or supplies, nor do they practice dentistry. Instead, Catholic Diocese of Columbus and UnitedHealthcare Dental arranges for Dentists to participate in a Network and pay Benefits. Network Dentists are independent practitioners who run their own offices and facilities. UnitedHealthcare Dental's credentialing process confirms public information about the Dentists' licenses and other credentials, but does not assure the quality of the services provided. They are not Catholic Diocese of Columbus's employees nor are they employees of UnitedHealthcare Dental. Catholic Diocese of Columbus and UnitedHealthcare Dental do not have any other relationship with Network Dentists such as principal-agent or joint venture. Catholic Diocese of Columbus and UnitedHealthcare Dental are not liable for any act or omission of any Dentist.

UnitedHealthcare Dental is not considered to be an employer of the Plan Administrator for any purpose with respect to the administration or provision of benefits under this Plan.

Catholic Diocese of Columbus and the Plan Administrator are solely responsible for:

- enrollment and classification changes (including classification changes resulting in your enrollment or the termination of your coverage);
- the timely payment of Benefits; and
- notifying you of the termination or modifications to the Plan.

## Your Relationship with Dentists

The relationship between you and any Dentist is that of Dentist and patient. Your Dentist is solely responsible for the quality of the services provided to you. You:

- are responsible for choosing your own Dentist;
- are responsible for paying, directly to your Dentist, any amount identified as a member responsibility, including Coinsurance and any amount that exceeds Eligible Expenses;
- are responsible for paying, directly to your Dentist, the cost of any non-Covered Dental Service;
- must decide if any Dentist treating you is right for you (this includes Network Dentists you choose and Dentists to whom you have been referred); and
- must decide with your Dentist what care you should receive.

## Interpretation of Benefits

Catholic Diocese of Columbus and UnitedHealthcare Dental have the sole and exclusive discretion to:

- interpret Benefits under the Plan;
- interpret the other terms, conditions, limitations and exclusions of the Plan, including this SPD and any riders and/or Amendments; and
- make factual determinations related to the Plan and its Benefits.

Catholic Diocese of Columbus and UnitedHealthcare Dental may delegate this discretionary authority to other persons or entities that provide services in regard to the administration of the Plan.

In certain circumstances, for purposes of overall cost savings or efficiency, Catholic Diocese of Columbus may, in its discretion, offer Benefits for services that would otherwise not be Covered Dental Services. The fact that Catholic Diocese of Columbus does so in any particular case shall not in any way be deemed to require Catholic Diocese of Columbus to do so in other similar cases.

## Information and Records

Catholic Diocese of Columbus and UnitedHealthcare Dental may use your individually identifiable health information to administer the Plan and pay claims, to identify procedures, products, or services that you may find valuable, and as otherwise permitted or required by law. Catholic Diocese of Columbus and UnitedHealthcare Dental may request additional information from you to decide your claim for Benefits. Catholic Diocese of Columbus and UnitedHealthcare Dental will keep this information confidential. Catholic Diocese of Columbus and UnitedHealthcare Dental may also use your de-identified data for commercial purposes, including research, as permitted by law.

By accepting Benefits under the Plan, you authorize and direct any person or institution that has provided services to you to furnish Catholic Diocese of Columbus and UnitedHealthcare

Dental with all information or copies of records relating to the services provided to you. Catholic Diocese of Columbus and UnitedHealthcare Dental have the right to request this information at any reasonable time. This applies to all Covered Persons, including Enrolled Dependents whether or not they have signed the Participant's enrollment form. Catholic Diocese of Columbus and UnitedHealthcare Dental agree that such information and records will be considered confidential.

Catholic Diocese of Columbus and UnitedHealthcare Dental have the right to release any and all records concerning dental services which are necessary to implement and administer the terms of the Plan, for appropriate dental review or quality assessment, or as Catholic Diocese of Columbus is required to do by law or regulation. During and after the term of the Plan, Catholic Diocese of Columbus and UnitedHealthcare Dental and its related entities may use and transfer the information gathered under the Plan in a de-identified format for commercial purposes, including research and analytic purposes.

For complete listings of your records or billing statements Catholic Diocese of Columbus recommends that you contact your Dentist. Dentists may charge you reasonable fees to cover their costs for providing records or completing requested forms.

If you request dental forms or records from UnitedHealthcare Dental, they also may charge you reasonable fees to cover costs for completing the forms or providing the records.

In some cases, Catholic Diocese of Columbus and UnitedHealthcare Dental will designate other persons or entities to request records or information from or related to you, and to release those records as necessary. Our designees have the same rights to this information as does the Plan Administrator.

### **Incentives to Dentists**

Network Dentists may be provided financial incentives by UnitedHealthcare Dental to promote the delivery of dental care in a cost efficient and effective manner. These financial incentives are not intended to affect your access to dental care.

Examples of financial incentives for Network Dentists are:

- bonuses for performance based on factors that may include quality, member satisfaction, and/or cost-effectiveness; or
- a practice called capitation which is when a group of Network Dentists receives a monthly payment from UnitedHealthcare Dental for each Covered Person who selects a Network Dentist within the group to perform or coordinate certain dental services. The Network Dentists receive this monthly payment regardless of whether the cost of providing or arranging to provide the Covered Person's dental care is less than or more than the payment.

If you have any questions regarding financial incentives you may contact the telephone number on your ID card. You can ask whether your Network Dentist is paid by any financial incentive, including those listed above; however, the specific terms of the contract, including rates of payment, are confidential and cannot be disclosed. In addition, you may choose to discuss these financial incentives with your Network Dentist.

## **Incentives to You**

Sometimes you may be offered coupons or other incentives to encourage you to participate in various wellness programs or certain disease management programs. The decision about whether or not to participate is yours alone but Catholic Diocese of Columbus recommends that you discuss participating in such programs with your Dentist. These incentives are not Benefits and do not alter or affect your Benefits. You may call the number on the back of your ID card if you have any questions.

## **Workers' Compensation Not Affected**

Benefits provided under the Plan do not substitute for and do not affect any requirements for coverage by workers' compensation insurance.

## **Future of the Plan**

Although the Company expects to continue the Plan indefinitely, it reserves the right to discontinue, alter or modify the Plan in whole or in part, at any time and for any reason, at its sole determination.

The Company's decision to terminate or amend a Plan may be due to changes in federal or state laws governing employee benefits, the requirements of the Internal Revenue Code or Employee Retirement Income Security Act of 1974 (ERISA), or any other reason. A plan change may transfer plan assets and debts to another plan or split a plan into two or more parts. If the Company does change or terminate a plan, it may decide to set up a different plan providing similar or different benefits.

If this Plan is terminated, Covered Persons will not have the right to any other Benefits from the Plan, other than for those claims incurred prior to the date of termination, or as otherwise provided under the Plan. In addition, if the Plan is amended, Covered Persons may be subject to altered coverage and Benefits.

The amount and form of any final benefit you receive will depend on any Plan document or contract provisions affecting the Plan and Company decisions. After all Benefits have been paid and other requirements of the law have been met, certain remaining Plan assets will be turned over to the Company and others as may be required by any applicable law.

## **Plan Document**

This Summary Plan Description (SPD) represents an overview of your Benefits. In the event there is a discrepancy between the SPD and the official plan document, the plan document will govern. A copy of the plan document is available for your inspection during regular business hours in the office of the Plan Administrator. You (or your personal representative) may obtain a copy of this document by written request to the Plan Administrator, for a nominal charge.

## SECTION 11 - GLOSSARY

This Section defines the terms used throughout this SPD and is not intended to describe Covered or uncovered services.

**Amendment** – any attached description of additional or alternative provisions to the Plan. Amendments are effective only when distributed by the Plan Sponsor or the Plan Administrator. Amendments are subject to all conditions, limitations and exclusions of the Plan except for those which are specifically amended.

**Annual Maximum Benefit** – the maximum amount paid for Covered Dental Services during a calendar year for a Covered Person under any Plan offered by Catholic Diocese of Columbus. The Maximum Benefit is stated in Section 4, *Plan Highlights*.

**Claims Administrator** – UnitedHealthcare Dental (also known as United HealthCare Services, Inc.) and its affiliates, who provide certain claim administration services for the Plan.

**Coinsurance** – the percentage of Eligible Expenses you are required to pay for certain Covered Dental Services as described in Section 3, *How the Plan Works*.

**Company** – Catholic Diocese of Columbus.

**Congenital Anomaly** – a physical developmental defect that is present at birth and identified within the first twelve months from birth.

**Coverage or Covered** – the entitlement by a Covered Person to reimbursement for expenses incurred for Dental Services covered under the Plan, subject to the terms, conditions, limitations and exclusions of the Plan. Dental Services must be provided: (1) when the Plan is in effect; and (2) prior to the date that any of the individual termination conditions as stated in the Section entitled Termination of Coverage occur; and (3) only when the recipient is a Covered Person and meets all eligibility requirements specified in the Plan.

**Covered Person** – either the Participant or an Enrolled Dependent while Coverage of such person under the Plan is in effect. References to "you" and "your" throughout this SPD are references to a Covered Person.

**Dental Service or Dental Procedures** – dental care or treatment provided by a Dentist to a Covered Person while the Plan is in effect, provided such care or treatment is recognized by the Plan Administrator as a generally accepted form of care or treatment according to prevailing standards of dental practice.

**Dentist** – any dental practitioner who is duly licensed and qualified under the law of jurisdiction in which treatment is received to render dental services, perform dental surgery or administer anesthetics for dental surgery.

**Dependent** – an individual who meets the eligibility requirements specified in the Plan, as described under *Eligibility* in Section 2, *Introduction*. A Dependent does not include anyone

who is also enrolled as a Participant. No one can be a Dependent of more than one Participant.

**Eligible Expenses** – Eligible Expenses for Covered Dental Services, incurred while the Plan is in effect, are determined as stated below:

- For Network Benefits, when Covered Dental Services are received from Network Dentists, Eligible Expenses are UnitedHealthcare Dental's contracted fee(s) for the Dental Service with that Dentist.
- For Non-Network Benefits, when Covered Dental Services are received from non-Network Dentist, Eligible Expenses are the Usual and Customary fees as defined below.

Eligible Expenses must not exceed the fees that the Dentist would charge any similarly situated payor for the same services. In the event that a Dentist routinely waives Coinsurance and/or the Annual Deductible for Benefits, Dental Services for which the Coinsurance and/or the Annual Deductible are waived are not considered to be Eligible Expenses.

**Emergency** – a dental condition or symptom resulting from dental disease which arises suddenly and, in the judgment of a reasonable person, requires immediate care and treatment, and such treatment is sought or received within 24 hours of onset.

**Enrolled Dependent** – a Dependent who is properly enrolled for Coverage under the Plan.

**Experimental, Investigational or Unproven Services** – medical, dental, surgical, diagnostic, or other health care services, technologies, supplies, treatments, procedures, drug therapies or devices that, at the time UnitedHealthcare Dental makes a determination regarding coverage in a particular case, are determined to be:

- not approved by the U.S. Food and Drug Administration ("FDA") to be lawfully marketed for the proposed use and not identified in the American Hospital Formulary Service or United States Pharmacopoeia Dispensing Information as appropriate for the proposed use; or
- subject to review and approval by any institutional review board for the proposed use; or
- the subject of an ongoing clinical trial that meets the definition of a Phase 1, 2 or 3 clinical trial set forth in the FDA regulations, regardless of whether the trial is actually subject to FDA oversight; or
- not demonstrated through prevailing peer-reviewed professional literature to be safe and effective for treating or diagnosing the condition or illness for which its use is proposed.

**Foreign Services** – are defined as services provided outside the U.S. and U.S. territories.

**Full-time Student** – a person who is enrolled in and attending, full-time, a recognized course of study or training at:

- an accredited high school;
- an accredited college or university; or

- a licensed vocational school, technical school, beautician school, automotive school or similar training school.

The educational institution determines what constitutes Full-time Student status. You are no longer a Full-time Student as of the last day of the calendar month you graduate, do not return as a Full-time Student immediately following vacation or otherwise cease to be enrolled and in attendance at the institution on a full-time basis.

You continue to be a Full-time Student during periods of regular vacation established by the institution. If you do not continue as a Full-time Student immediately following the period of vacation, the Full-time Student designation will end as described above.

**Lifetime Maximum Benefit** – the maximum amount paid for Network and Non-Network Benefits during the entire period of time that the Covered Person is Covered under the Plan or any Plan, offered by Catholic Diocese of Columbus. The Lifetime Maximum Benefit is stated in Section 4, *Plan Highlights*.

**Medicare** – Parts A, B, C and D of the insurance program established by Title XVIII, United States Social Security Act, as amended by 42 U.S.C. Sections 1394, et seq. and as later amended.

**Necessary** – Dental Services and supplies which are determined to be appropriate, and

- necessary to meet the basic dental needs of the Covered Person; and
- rendered in the most cost-efficient manner and type of setting appropriate for the delivery of the Dental Service; and
- consistent in type, frequency and duration of treatment with scientifically based guidelines of national clinical, research, or health care coverage organizations or governmental agencies that are accepted by UnitedHealthcare Dental; and
- consistent with the diagnosis of the condition; and
- required for reasons other than the convenience of the Covered Person or his or her Dentist; and
- demonstrated through prevailing peer-reviewed dental literature to be either:
  - safe and effective for treating or diagnosing the condition or sickness for which their use is proposed, or,
  - safe with promising efficacy
    - ◆ for treating a life threatening dental disease or condition,
    - ◆ in a clinically controlled research setting; and
    - ◆ using a specific research protocol that meets standards equivalent to those defined by the National Institutes of Health.

(For the purpose of this definition, the term "life threatening" is used to describe a dental disease, sicknesses or conditions, which are more likely than not to cause death within one year of the date of the request for treatment.)

The fact that a Dentist has performed or prescribed a procedure or treatment or the fact that it may be the only treatment for a particular dental disease does not mean that it is a

Necessary Covered Dental Service as defined in this SPD. The definition of Necessary used in this SPD relates only to Coverage and differs from the way in which a Dentist engaged in the practice of dentistry may define necessary.

**Network** – a group of Dentists who are subject to a participation agreement to provide Dental Services to Covered Persons. The participation status of Dentists will change from time to time.

**Network Benefits** – benefits available for Covered Dental Services when provided by a Dentist who is a Network Dentist.

**Non-Network Benefits** – coverage available for Dental Services obtained from Non-Network Dentists.

**Open Enrollment** – the period of time, determined by Catholic Diocese of Columbus, during which eligible Participants may enroll themselves and their Dependents under the Plan. Catholic Diocese of Columbus determines the period of time that is the Open Enrollment period.

**Participant** – an eligible person who is properly enrolled for Coverage under the Plan, as described under *Eligibility* in Section 2, *Introduction*. The Participant is the person (who is not a Dependent) on whose behalf coverage under the Plan is provided.

**Plan** – Catholic Diocese of Columbus Dental Plan.

**Plan Administrator** – Catholic Diocese of Columbus or its designee.

**Plan Sponsor** – Catholic Diocese of Columbus.

**Procedure in Progress** – all treatment for Covered Services that results from a recommendation and an exam by a Dentist. A treatment procedure will be considered to start on the date it is initiated and will end when the treatment is completed.

**Retired Employee** – an Employee who retires while covered under the Plan.

**Spouse** – an individual to whom you are legally married and in a marriage recognized by the Catholic Church.

**Usual and Customary** – Usual and Customary fees are calculated based on available data resources of competitive fees in that geographic area.

Usual and Customary fees must not exceed the fees that the Dentist would charge any similarly situated payor for the same services. In the event that a Dentist routinely waives Coinsurance and/or the Annual Deductible for benefits, Dental Services for which the Coinsurance and/or the Annual Deductible are waived are not considered to be Usual and Customary.

Usual and Customary fees are determined solely in accordance with reimbursement policy guidelines. The reimbursement policy guidelines are developed following evaluation and



validation of all Dentist billings in accordance with one or more of the following methodologies:

- as indicated in the most recent edition of the Current Dental Terminology (publication of the American Dental Association);
- as reported by generally recognized professionals or publications;
- as utilized for Medicare;
- as determined by dental staff and outside dental consultants; or
- pursuant to other appropriate source or determination.

## SECTION 12 - IMPORTANT ADMINISTRATIVE INFORMATION

**What this section includes:**

- Plan administrative information.

This section includes information on the administration of the medical Plan. While you may not need this information for your day-to-day participation, it is information you may find important.

### *Additional Plan Description*

**Claims Administrator:** The company which provides certain administrative services for the Plan Benefits described in this Summary Plan Description.

United HealthCare Services, Inc.  
9900 Bren Road East  
Minnetonka, MN 55343

The Claims Administrator shall not be deemed or construed as an employer for any purpose with respect to the administration or provision of benefits under the Plan Sponsor's Plan. The Claims Administrator shall not be responsible for fulfilling any duties or obligations of an employer with respect to the Plan Sponsor's Plan.

**Type of Administration of the Plan:** The Plan Sponsor provides certain administrative services in connection with its Plan. The Plan Sponsor may, from time to time in its sole discretion, contract with outside parties to arrange for the provision of other administrative services including arrangement of access to a Network Provider; claims processing services, including coordination of benefits and subrogation; utilization management and complaint resolution assistance. This external administrator is referred to as the Claims Administrator. For Benefits as described in this Summary Plan Description, the Plan Sponsor also has selected a provider network established by United HealthCare Insurance Company. The named fiduciary of Plan is Catholic Diocese of Columbus, the Plan Sponsor.

The Plan Sponsor retains all fiduciary responsibilities with respect to the Plan except to the extent the Plan Sponsor has delegated or allocated to other persons or entities one or more fiduciary responsibility with respect to the Plan.



