July 1, 2017 – June 30, 2018

BENEFITS OVERVIEW

Open Enrollment | Monday, April 17 – Thursday, May 25, 2017
Dear Colleagues,

At Duquesne University, we are committed to offering our employees a comprehensive and affordable medical benefits plan, despite rising health care costs. The University, with the guidance of a benefits consultant and the Compensation Committee comprised of faculty, administrative, staff and union representatives, has worked diligently to formulate a plan to help mitigate the effects of rising costs on the University’s self-funded health plans.

Follow these simple tips to get the most out of your benefit coverage and help save money on health care costs:

- Participate in the Wellness in Motion programs, including the Know Your Numbers campaign
- In-network preventive care is 100% covered—review the medical plans’ preventive benefits schedule and receive immunizations and preventive services as outlined
- Use the providers’ online tools to learn more about estimating costs, health coaches, healthy activities and lifestyle management programs
- Choose generic drugs
- Take advantage of the lower priced eVisits/Telehealth options
- Visit an urgent care facility instead of the emergency room if you are not experiencing a true medical emergency
- Download vendor apps to your smartphone for access to important plan information, participating providers, recipes and wellness information

This booklet provides an overview of all of your benefit options. Much more information, including links to insurance carriers, is available at duq.edu/benefits. You can also learn more at the Benefits Fair on Wednesday, April 19. I encourage you to evaluate all the available options before choosing the plans that best meet the needs of you and your family.

Best Regards,

John G. Greeno, Esq.
Assistant Vice President and CHRO
Office of Human Resources

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Notice to Participants: The information contained in this enrollment guide represents only a portion of the actual provisions of the coverages mentioned. This document is not a contract. The complete terms and conditions concerning the discussed coverages are described in the actual plan documents. Official plan documents may be viewed at duq.edu/benefits/requirednotices. Any individual who provides fraudulent information will be subject to disciplinary action and/or prosecution. Duquesne University reserves the right, in its sole discretion, to amend this plan in whole or in part at any time and from time to time, or to terminate it at any time without advance notice.
1. **EVALUATE** your choices. Review this guide and attend the Benefits Fair on April 19. Compare your benefit options from all available sources.

2. **ENROLL ONLINE** through bswift, Duquesne’s confidential, web-based benefits enrollment management system, between 8 a.m. Monday, April 17, and midnight Thursday, May 25, 2017.

   Connect to bswift at duq.edu/benefits. Click the "ENROLL" button located on the right-hand side of the page to be directed to the bswift log in page.

**LOG IN TO bswift**

The benefits enrollment system **DOES NOT USE YOUR DORI** login and password.

- **Enter your Username:**
  
  Your username is your **first initial and entire last name.** For example, if your name is Robert Smith, the username would be ‘rsmith.’ In the rare event that two or more people have the same name combination (e.g. Robert Smith and Rose Smith), you will need to contact the Benefits Office staff at extension 5106 for assistance.

- **Enter your Password:**
  
  **All passwords have been reset** to the **LAST FOUR DIGITS** of your Social Security Number. The system will request a change to this password before you can begin the enrollment process.

- **Select** **Forgot Password** if you need assistance with your password.

3. **REVIEW** your selections carefully. Be sure your selections are what you wanted. Deductions for your new benefits will begin on July 7, 2017. Compare your paycheck of July 7 against your online enrollment to verify your selections. **Federal guidelines only permit changes for a qualified life event after the enrollment period.**

4. **REMEMBER** to log into bswift anytime throughout the benefits plan year to review coverage, update life insurance beneficiaries or complete qualified life events.
UPDATES AND NEW FEATURES

- **Tier structure change** from three tiers (Single, Employee Plus One, Family) to four tiers (Employee, Employee Plus Child(ren), Employee Plus Spouse, Family) as indicated on page 4.
- **Physician office visit** copay increase from $15 to $20.
- **Specialist office visit** copay increase from $30 to $40.
- **Deductibles and out-of-pocket** maximums increase per charts on pages 5 to 9.
- **Tier structure change** for the Employer provided annual Health Savings Account (HSA) contributions as indicated on page 12.

OTHER UPDATES INCLUDE

- **Life Insurance**
  - Core life insurance provided from the University will increase from the previous maximum of one times salary with a cap of $75,000 to the new maximum of one times salary with a cap of $300,000.
  - Optional life insurance maximum purchase increase from $750,000 to $1,500,000.
- **Long term disability** buy up purchase will increase from $10,000 per month maximum to a $12,000 per month maximum with an update in employee rates.
- **Dental and vision change** from three tiers to four tiers with new rates as outlined on pages 14 to 15.
- Addition of information regarding new Count Me In! Faculty and Staff campaign as outlined on page 19.
- Addition of acknowledgment of The Administrative Policies (TAPs) for the University.
- The University will once again sponsor a $500 contribution to the Dependent Care Flexible Spending Account.
- **Make the most of your health during this plan year!**
  - Remember that our medical plans provide for preventive screenings recommended by the U.S. Preventive Services Task force...all at no cost to you. Preventive services, listed on the medical plan portals, save you money and help you avoid problems in the future.
  - Actively participate in the disease management and coaching programs offered through The Center for Pharmacy Care and the medical plans. Refer to page 11 for information regarding $0 cost if eligible for the Medication Therapy Management program.
  - Stop using tobacco products. If you currently use or recently quit using tobacco or nicotine products, consider enrolling in the cessation or maintain tobacco-free programs with the medical plans, or contact The Center for Pharmacy Care at 412.396.2155 for coaching assistance.
  - Minimize your costs by using eVisits/TeleHealth, Urgent Care Centers and Medical Plan Health Information lines.

IN THE KNOW

- **Medical and Prescription ID Cards.** Enrollment information is electronically sent to our providers after the Open Enrollment process is finalized. It usually takes 10 to 15 business days from the time each company receives the information to print and mail ID cards. You can also print temporary cards by creating your profile via the providers’ websites.

- **Dental and Vision ID Cards.**
  - **Dental and vision providers do not print and mail ID cards.** You can print a card by creating an online account via the providers’ website. Websites and customer service contact information are located on page 29.

REMEMBER, even if you decide to waive University medical coverage, you must still complete the enrollment process to select your other benefits:

- Dental Plan
- Vision Plan
- Flexible Spending Account
- Vacation Purchase if eligible
- Voluntary supplemental term life insurance, dependent life insurance, long-term disability

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- **Dental and Vision ID Cards.**
  - **Dental and vision providers do not print and mail ID cards.** You can print a card by creating an online account via the providers’ website. Websites and customer service contact information are located on page 29.
BENEFIT CHANGES OUTSIDE OF OPEN ENROLLMENT

When you enroll in health insurance, dental insurance, vision insurance, life insurance and/or the flexible spending accounts, your benefit elections remain in effect to the end of the plan year (June 30, 2018). You cannot make any changes until the next Open Enrollment unless you experience a qualified life event and the benefit change you request is consistent with the event. For example, a marriage is a family status change that would allow you to change from Employee health coverage to Employee Plus Spouse health coverage because acquiring a spouse is consistent with a gain in eligibility for health coverage. The following is a list of qualified life events defined by Section 125 of the Internal Revenue Code that will allow you to make a change to your elections:

- **Legal marital status.** Any event that changes your legal marital status, including marriage, divorce, death of a spouse or annulment.

- **Number of dependents.** Any event that changes your number of tax dependents, including birth, legal guardianship, death, adoption and placement for adoption.

- **Employment status.** Any event that changes your, your spouse’s or your other dependent’s employment status and results in gaining or losing eligibility for coverage. Examples include:
  - Beginning or terminating employment;
  - Starting or returning from an unpaid leave of absence;
  - Changing from part-time to full-time employment or vice versa; and
  - A change in work location.

- **Dependent status.** Any event that causes your tax dependent to become eligible or ineligible for coverage because of age, student status, tax dependent status or similar circumstances.

- **Residence.** A change in residence that causes an employee, spouse or dependent to gain or lose eligibility for a plan or a different benefit option available under the plan (e.g. moving outside your medical or dental program’s network service area).

- **COBRA.** Eligibility of an employee, spouse or dependent for COBRA.

- **HIPAA Special Enrollment Events.** Events such as the loss of other coverage that qualify as special enrollment events under the Health Insurance Portability and Accountability Act (HIPAA) or an event that involves loss of Medicaid or State Child Health Insurance Program (CHIP) coverage or eligibility for state premium assistance.

- **Your spouse's Open Enrollment.**

Qualified life events must be reported on bswift within 30 days of the event.

See page 28 for bswift self service instructions.

All changes require proper documentation and must be consistent with a qualified life event. Do not wait for documentation to begin this process.

In order to comply with federal health care reform reporting, Duquesne University is required to gather Social Security Numbers for all covered spouses and children. Please remember to enter this information if it is missing on your dependent records. The government will use the information collected to assist in identifying those individuals who have health coverage or who should be purchasing health coverage through the health care marketplace.

duq.edu/benefits | 3
Remember to review your paycheck of July 7, 2017 to ensure the proper premiums are being deducted for your enrollment elections.

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>Cigna High Deductible</th>
<th>University Contribution to Health Savings Account</th>
<th>UPMC High Deductible</th>
<th>University Contribution to Health Savings Account</th>
<th>Cigna OAP</th>
<th>UPMC EPO</th>
<th>Working Spouse Contribution</th>
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<tbody>
<tr>
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<td></td>
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<td>$37.88</td>
<td>$25.00</td>
<td>$118.23</td>
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<td>FAMILY</td>
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<td>Annual</td>
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<td>$25.00</td>
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<td>$185.23</td>
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</table>

**WORKING SPOUSE CONTRIBUTION**

Duquesne University will continue to offer medical coverage to legal spouses of eligible employees. However, if your spouse is eligible for his/her own employer-sponsored medical plan but chooses to enroll in the University’s Cigna OAP or UPMC EPO plan, an additional pre-tax contribution of $46.15 per pay will be required. You will be asked to certify your spouse’s eligibility during Open Enrollment.

If your spouse loses or obtains medical coverage after Open Enrollment, you must notify the Benefits Office within 30 days. Refer to bswift self-service page 28 for additional information.

The Working Spouse Contribution **DOES NOT APPLY** in the following situations:

- You do not have a spouse
- You have enrolled in a High Deductible Health Plan
- You have elected to waive University medical coverage
- Your spouse is also a Duquesne University employee
- You have elected not to enroll your spouse in a University medical plan
- You have elected to enroll your spouse in a University medical plan and your spouse
  - Is not employed;
  - Works for an entity that does not offer employer-sponsored medical insurance;
  - Is not eligible for their employer-sponsored medical insurance; or
  - Has medical coverage through Medicare or Medicaid.

**When both spouses work at Duquesne University, the working spouse contribution will not be passed on.**
### HOW THE MEDICAL PLANS COMPARE

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>Cigna and UPMC High Deductible Health Plans (HDHP)</th>
<th>Cigna Open Access Plus (OAP)</th>
<th>UPMC Health Plan Exclusive Provider Organization (EPO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Plan</td>
<td>With a High Deductible Health Plan/Health Savings Account (HDHP/HSA) your coverage consists of two components—a traditional health plan to protect you against health care expenses (HDHP) and a tax-advantaged savings vehicle (HSA). Contributions to the HSA help you build savings for current and future medical expenses.</td>
<td>This Open Access Plus (OAP) plan includes prescription drug coverage provided by CVS Caremark. Cigna OAP gives you the flexibility to use in- or out-of-network providers and specialists without referrals. A higher level of benefits is provided when in-network providers are used, resulting in lower out-of-pocket costs for you.</td>
<td>When you select an Exclusive Provider Organization (EPO), you agree to use ONLY the plan's network of professionals and facilities. An EPO DOES NOT cover the cost of services received from non-participating providers, except in emergency situations. You are not required to select a Primary Care Physician.</td>
</tr>
</tbody>
</table>

| Covered Services                             | All plans cover the same services; however, how much you pay for services is different in each plan. |                              |                                                        |

| What is the Network?                         | Cigna Open Access Plus (OAP) and UPMC Health Plan Premium PPO Network | Cigna Open Access Plus (OAP) | UPMC Health Plan Exclusive Provider Organization (EPO) |

| How do I know what my deductible will be?   | The amount of the deductible is listed at the top of the plan design grid. Families and the Employee Plus Spouse or Child(ren) are responsible for meeting the full-family deductible. **For High Deductible Health Plans, the entire amount of the family deductible must be met by one family member or by a combination of family members.** This is a requirement of the IRS to ensure the plan meets the definition of a high deductible plan. This is different from the OAP deductible. | The amount of the deductible is listed at the top of the plan design grid. Families and the Employee Plus Spouse or Child(ren) are responsible for two individual deductibles. If there are four people in your family, once two people in the family or a combination of everyone in the family meets the deductible, then the entire family is covered. This is different from the HDHP deductible. | The UPMC EPO Plan does not have a deductible. |

| How much do I pay for a physician visit that is not preventive care? | This plan does not offer office visit copays. You pay 100% of the cost until you meet your in-network deductible. Once you've met the in-network deductible, you pay 15% of the office visit costs until you reach the out-of-pocket maximum. Once you have reached the in-network out-of-pocket maximum, the plan pays 100% of the in-network covered services. | You pay a $20 copay for primary care and $40 copay for a specialist doctor's office visit. Laboratory or imaging fees are subject to the deductible and coinsurance. | You pay a $20 copay for primary care and $40 copay for a specialist doctor's office visit. Laboratory or imaging fees are subject to coinsurance. |

| How do I pay for prescription drugs?        | Present your medical card when obtaining your prescription drugs. You pay 100% of the cost until you meet your in-network deductible. Once you've met the deductible, you pay 15% of the costs until you reach the in-network out-of-pocket maximum. Once you have reached the in-network out-of-pocket maximum, the plan pays 100% of the covered services. Your eligible prescriptions also go toward your deductible. | Present your CVS Caremark card when obtaining your prescription drugs. Many prescriptions follow step therapy guidelines. Maintenance prescriptions (those used for chronic, long-term management) must be filled via the Duquesne University Pharmacy, CVS Caremark mail order or CVS retail stores. Copays are based upon the chart located on page 10. Once you meet your prescription out-of-pocket maximum as listed on page 10, the plan pays 100% of the covered prescription services. |                                                        |

| Can I open a Health Savings Account?         | Yes, a Health Savings Account is available. If selected, the University will deposit: $450 Employee, $650 Employee Plus Child(ren), $850 Employee Plus Spouse, $650 Family. Limit = $3,400 for Employee and $6,750 for all other tiers. Once funds reach $1,000, they can be invested in mutual funds. Contributions are pre-tax; earnings accumulate tax-free. Withdrawals for eligible expenses are not subject to federal income tax. Monies roll over from year to year. Funds used for non-qualified medical expenses are subject to taxes and penalties. | No, a Health Savings Account is not available. Per IRS regulations, you must be enrolled in a High Deductible Health Plan to be eligible for a Health Savings Account. |                                                        |

| Can I open a Flexible Spending Account for health care expenses? | Yes, a Limited Flexible Spending Account is available for dental and vision care expenses only. Contribution limit is $2,600 per year. Unused balances will be forfeited. | Yes, a Health Care Flexible Spending Account is available for qualified medical, dental and vision expenses. Contribution limit is $2,600 per year. Unused balances will be forfeited. | Estimate your medical expenses for the coming plan year for office visits, deductibles, prescription copays, along with qualified dental and vision expenses. If you seldom use the doctor or do not have recurring medical expenses, this account may not be for you. The amount of money you “pledge” for the year is available for use effective July 1. Expenses must be incurred by September 15 (14 1/2 months) and claim forms/receipts postmarked by December 31 (18 months), or you will forfeit the monies in the account. |

| How much should I contribute to a Health Savings or Spending Account? | This is a bank account opened to save money on a tax-favored basis to pay your share of qualified medical expenses. **You can stop, increase or decrease your HSA contribution at any time during the year.** The claims processing effective date is the day you open your HSA bank account. Your available amount is based on your biweekly contributions. Even though you may not have eligible expenses during the year, you can still set aside monies to build for the future. You own the account, even if you change health plans or leave the University. | | |
### Medical Coverage Comparison

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Cigna High Deductible Health Plan</th>
<th>UPMC High Deductible Health Plan</th>
<th>Cigna Open Access Plus Plan</th>
<th>UPMC Exclusive Provider Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network</td>
<td></td>
<td>Cigna OAP Plan</td>
<td>Cigna OAP Plan</td>
<td>UPMC EPO Network</td>
</tr>
<tr>
<td>Deductible Per Plan Year</td>
<td>A deductible is the flat dollar amount you must pay each plan year for certain services before the plan begins to pay for covered services. The amount you pay for out-of-network services counts toward both your in-network and out-of-network plan deductibles.</td>
<td>UPMC Premium PPO</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

| Employee Deductible | $1,600 | $3,200 | $1,600 | $3,200 | $300 | $900 | None |
| Maximum Deductible All tiers other than Employee | $3,200 Family | $6,400 Family | $3,200 Family | $6,400 Family | $600 | $1,800 | None |

**How do I know what my deductible will be?**

All tiers other than Employee only are responsible for meeting the full-family deductible. For this High Deductible Health Plan, the entire amount of the family deductible must be met by one family member or by a combination of family members. This is a requirement of the IRS to ensure the plan meets the definition of a high deductible plan. This is different from the OAP deductible.

All tiers other than Employee only are responsible for meeting the full-family deductible. For this High Deductible Health Plan, the entire amount of the family deductible must be met by one family member or by a combination of family members. This is a requirement of the IRS to ensure the plan meets the definition of a high deductible plan. This is different from the OAP deductible.

All tiers other than Employee only are responsible for two individual deductibles. If there are four people in your family, once two people in the family or a combination of everyone in the family meets the deductible, then the entire family is covered.

**Plan Coinsurance**

Coinsurance is a cost sharing arrangement in which you and the plan each pay a percentage of the covered expenses after the deductible is met. The amount you pay for out-of-network coinsurance counts toward both your in-network and out-of-network coinsurance. The out-of-pocket maximum limits how much you pay for your share.

**Employer-Paid Plan Coinsurance**

85% after deductible until out-of-pocket limit is met, then 100% 85% after deductible until out-of-pocket limit is met, then 100% 85% after deductible until out-of-pocket limit is met, then 100% 85% after deductible until out-of-pocket limit is met, then 65% after out-of-pocket limit is met, then 100% 85% until out-of-pocket limit is met, then 100%

**Employee-Paid Coinsurance**

You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible You pay 15%

**Employee Out-of-Pocket Maximum Per Plan Year**

All deductibles, copays and coinsurance expenses contribute to the out-of-pocket maximum. Note that no individual within a family will incur an In-Network out-of-pocket maximum in excess of $7,150.

All medical deductibles, copays, and medical coinsurance expenses contribute to this medical out-of-pocket maximum. A separate out-of-pocket maximum applies to prescriptions.

**Primary Care Physician**

No Primary Care Physician is Required

**Physician Office Visit**

You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible $20 You pay 35% after deductible $20

**Specialist Office Visit**

You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible $40 You pay 35% after deductible $40

**eVisits and TeleHealth**

You pay 15% after deductible. Call MDLive at 1.888.726.3171 or AmWell at 1.855.667.9722. You pay 15% after deductible. Call MDLive at 1.888.726.3171 or AmWell at 1.855.667.9722. $5 upmc.com/anywherecare

**Pre-Existing Conditions Limitations**

No pre-existing conditions limitations

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**Employee $4,800 $10,000 $4,800 $10,000 $2,300 $6,900 $1,200**

**All Other Tiers $7,150 $20,000 $7,150 $20,000 $4,600 $13,800 $2,400**

**Primary Care Physician**

No Primary Care Physician is Required

**Physician Office Visit**

You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible $20 You pay 35% after deductible $20

**Specialist Office Visit**

You pay 15% after deductible You pay 35% after deductible You pay 15% after deductible You pay 35% after deductible $40 You pay 35% after deductible $40

**eVisits and TeleHealth**

You pay 15% after deductible. Call MDLive at 1.888.726.3171 or AmWell at 1.855.667.9722. You pay 15% after deductible. Call MDLive at 1.888.726.3171 or AmWell at 1.855.667.9722. $5 upmc.com/anywherecare

**Pre-Existing Conditions Limitations**

No pre-existing conditions limitations
<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Cigna High Deductible Health Plan</th>
<th>UPMC High Deductible Health Plan</th>
<th>Cigna Open Access Plus Plan</th>
<th>UPMC Exclusive Provider Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition of Care</td>
<td>Provides in-network coverage to employees changing plans at Open Enrollment when the employee's doctor is not part of the newly selected plan's network and there are approved clinical reasons why the patient should continue to see the same doctor.</td>
<td></td>
<td></td>
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<tr>
<td>Lifetime Benefit Limit</td>
<td>No Lifetime Benefit Limit</td>
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<tr>
<td>Preventive Care</td>
<td>ALL PREVENTIVE CARE IS COVERED AT 100% PLAN PAYMENT PER ESTABLISHED GUIDELINES. Preventive Services will be covered in compliance with the requirements under the Affordable Care Act (ACA). Please refer to medical plan portals for Preventive Services Reference Guide for additional details. Be sure to take advantage of the plan provisions for routine exams, routine OB/GYN checkups, mammograms, PAP smears and immunizations. Watch DU Daily and DORI for your opportunity to participate in wellness initiatives sponsored by the Office of Human Resources through the School of Pharmacy and Department of Recreation.</td>
<td></td>
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<tr>
<td>Well-Baby Visits</td>
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<td>100% per established guidelines</td>
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<td>Pediatric Immunizations</td>
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<tr>
<td>Adult Immunizations</td>
<td></td>
<td></td>
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<tr>
<td>Routine GYN Exam</td>
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<tr>
<td>Routine PAP</td>
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<tr>
<td>Annual Routine Mammogram</td>
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</tr>
<tr>
<td>Health Savings OR Flexible Spending Account</td>
<td>Health Savings Account</td>
<td>Health Savings Account</td>
<td>Flexible Spending Account</td>
<td>Flexible Spending Account</td>
</tr>
<tr>
<td>Emergency Room Services</td>
<td>You pay 15% after deductible</td>
<td>You pay 15% after deductible</td>
<td>$125 per visit (payment waived if admitted)</td>
<td>$125 per visit (payment waived if admitted)</td>
</tr>
<tr>
<td>Urgent Care Facility</td>
<td>You pay 15% after deductible</td>
<td>You pay 15% after deductible</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Hospital Services - Inpatient/Outpatient</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>Private room stays may result in extra charges.</td>
<td>Private room if medically necessary and appropriate.</td>
</tr>
<tr>
<td>Maternity Services</td>
<td></td>
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<tr>
<td>First Office Visit</td>
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</tr>
<tr>
<td>Subsequent Pre-Natal Visits</td>
<td></td>
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<tr>
<td>Hospital Delivery Services</td>
<td></td>
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<tr>
<td>Infertility Counseling Testing</td>
<td></td>
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<tr>
<td>Assisted Fertilization Procedures</td>
<td></td>
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</tr>
<tr>
<td>Medical/Surgical Services (except office visits)</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Chiropractic Services</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 35% after deductible</td>
<td>$40</td>
</tr>
<tr>
<td>Limit per benefit period</td>
<td></td>
<td></td>
<td></td>
<td>$40</td>
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<tr>
<td>SERVICES</td>
<td>Cigna High Deductible Health Plan</td>
<td>UPMC High Deductible Health Plan</td>
<td>Cigna Open Access Plus Plan</td>
<td>UPMC Exclusive Provider Organization</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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<td>-------------------------------------</td>
</tr>
<tr>
<td>Advanced Imaging (MRI, CAT Scan, PET Scan, etc.)</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Basic Diagnostic (standard imaging, diagnostic medical, lab/pathology, allergy testing)</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Rehabilitation Therapy</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Physical and Occupational Therapy</td>
<td>30 visits combined with Pulmonary Rehabilitation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Pulmonary Rehabilitation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Speech Therapy</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Speech Therapy</td>
<td>Covered up to 24 visits per benefit period</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Durable Medical Equipment and Prosthetics</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Skilled Nursing Facility Care</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Home Health Care</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Home Health Care</td>
<td>Cover up to 100 days per benefit period</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Private Duty Nursing</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Allergy Serums, Treatments and Injections</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Emergency Transportation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Dental Services Related to Accidental Injury</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Diabetes Treatment</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Home Infusion Therapy</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>SERVICES</td>
<td>Cigna High Deductible Health Plan</td>
<td>UPMC High Deductible Health Plan</td>
<td>Cigna Open Access Plus Plan</td>
<td>UPMC Exclusive Provider Organization</td>
</tr>
<tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>Therapy Services (Chemotherapy, Radiation Therapy and Dialysis)</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Cardiac Rehabilitation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Limit per benefit period</td>
<td>36 days</td>
<td>12 weeks</td>
<td>36 days</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Hospice Care</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Transplant Services</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>TMJ, Surgical and Non-surgical</td>
<td>Not Covered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision Care</td>
<td></td>
<td>Not Covered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral Health</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inpatient</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Outpatient</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Substance Abuse Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inpatient Detoxification</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Inpatient Rehabilitation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Outpatient Rehabilitation</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
<td>You pay 15% after deductible</td>
<td>You pay 35% after deductible</td>
</tr>
<tr>
<td>Nationwide Out-of-Area Care</td>
<td>You pay 15% after deductible</td>
<td>Cigna Open Access Plan network available nationwide</td>
<td>You pay 15% after deductible for urgent and emergent care while traveling. Contact UPMC Health Plan or Assist America to find a provider.</td>
<td>Cigna Open Access Plan network available nationwide</td>
</tr>
<tr>
<td>Out-of-Country Care</td>
<td>You will need to pay upfront for care received from non-participating providers. Maintain copies of itemized receipts and submit via Cigna. Axa Assistance coverage is available for domestic and international travel.</td>
<td>Emergency/Urgent Services. Maintain copies of itemized receipts and submit via UPMC. Axa Assistance coverage is available for domestic and international travel.</td>
<td>You will need to pay upfront for care received from non-participating providers. Maintain copies of itemized receipts and submit via UPMC. Axa Assistance coverage is available for domestic and international travel.</td>
<td>Emergency/Urgent Services. Maintain copies of itemized receipts and submit via UPMC. Axa Assistance coverage is available for domestic and international travel.</td>
</tr>
</tbody>
</table>
The prescription drug plan you receive is based upon your medical plan selection.

**IF YOU CHOOSE**  

**High Deductible Health Plan**  
Coverage, subject to deductibles listed on page 6, is provided using your Cigna HDHP or UPMC HDHP medical plan card. Refer to your medical plan customer service number for additional information.

**Cigna OAP or UPMC EPO**  
Coverage is provided using the CVS Caremark prescription drug card based upon the copayments outlined below. If you meet the separate prescription drug out-of-pocket maximums for these plans then the plan will begin to pay at 100%.

<table>
<thead>
<tr>
<th>Prescription Drug Card</th>
<th>Cigna Open Access Plus Plan</th>
<th>UPMC Exclusive Provider Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>CVS Caremark will mail a separate card for participants. Visit the prescription plan online to compare pricing, track mail orders and review accounts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CVS Caremark</td>
</tr>
<tr>
<td></td>
<td>caremark.com • 1.877.347.7444</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prescription Out-of-Pocket Maximum</th>
<th>Cigna Open Access Plus Plan</th>
<th>UPMC Exclusive Provider Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$4,850</td>
<td>$5,950</td>
</tr>
<tr>
<td>All Other Tiers</td>
<td>$9,700</td>
<td>$11,900</td>
</tr>
</tbody>
</table>

**Retail - One Month Supply - Prescriptions written for non-chronic, short-term conditions**

**Generic**  
$4 for prescriptions filled at Duquesne University Pharmacy.  
$8 maximum at all other locations.

**Preferred Brand**  
30% employee copayment with a $20 minimum and $55 maximum

**Non-Preferred Brand**  
50% employee copayment with a $40 minimum and $110 maximum

**Generic Step Therapy**  
The prescription drug plan requires you to try a lower-cost generic medicine first to treat your condition.

**Specialty**  
20% employee copayment with a $50 minimum and $100 maximum

**Maintenance Choice**  
Maintenance prescriptions (long-term medications that your doctor prescribes for chronic conditions that you take on an ongoing basis) will need to be filled in one of the following three ways:  
Duquesne University Pharmacy, CVS Caremark mail order services or a CVS retail store.

**Generic**  
$12 for prescriptions filled at Duquesne University Pharmacy.  
$16 maximum at all other locations.

**Preferred Brand**  
20% employee copayment with a $40 minimum and $85 maximum

**Non-Preferred Brand**  
30% employee copayment with a $70 minimum and $210 maximum

**EACH PRESCRIPTION DRUG PLAN** has their own drug formulary. Prescriptions on one plan's formulary may not be on another. Contact CVS Caremark or the medical plans, review website information and discuss your specific prescription drug requirements with your doctor to ensure you understand the various medications available on each formulary.
HOW TO SAVE ON PRESCRIPTION DRUGS
- Request a comparable generic version of your prescription.
- Enroll in the Medication Therapy Management program if eligible. See details below.
- Set up a health care flexible spending account to use pre-tax dollars to pay for your prescriptions. Remember that you can list your DBI debit card as your payment method on your mail order profile.

MAINTENANCE MEDICATION PROGRAM
If you take a maintenance prescription drug to treat an ongoing medical condition, you must ask your doctor to write a prescription for a 90-day supply and have it filled in one of the following three ways:
- Duquesne University Pharmacy through walk-in services, 412.246.0963, or prescriptions can be picked up at The Center for Pharmacy Care located in Room 215D in the Union, Monday through Friday from 11 a.m. to 1 p.m.
- CVS Caremark mail order services, 1.877.347.7444
- CVS retail store
When you are newly diagnosed with a chronic condition and prescribed a maintenance medication, you will be permitted to obtain the initial fill and one subsequent refill to ensure your medications are managing your condition before you will be required to use the maintenance medication program.

MANAGE YOUR MEDICATIONS ONLINE
Register with a CVS Caremark online account so you can manage your prescriptions and benefits online. After registering, you will be able to obtain faster refills, view prescription history, receive email alerts and check order status. The website also contains FAQs, medication information and drug cost. Access the online site at caremark.com and register today!

DUQUESNE UNIVERSITY PHARMACY
Duquesne University Pharmacy is available at 412.246.0963 to answer any questions regarding your prescription medications. They also offer:
- A $4 Generic Drug Program
- Maintenance medication for 90-day supplies
- Convenient, on-campus pick up
- Easy prescription transfer
Hours: 9 a.m. – 5 p.m. | Monday through Friday

MEDICATION THERAPY MANAGEMENT PROGRAM
MEDICATION THERAPY MANAGEMENT
The Center for Pharmacy Care also offers a Medication Therapy Management Program for employees with specific conditions, including high cholesterol, depression, chronic pain management, asthma, hypertension (high blood pressure) and diabetes. As a participant in this program, you will receive:
- An initial health assessment
- Comprehensive review of all your medications
- A personalized medication treatment plan
- Education and training to enhance your understanding of medication use
- Coordination of the medication therapy management services with your other health care providers to ensure your best outcomes
- Employees enrolled in the University CVS Caremark prescription plan will have a $0 copayment for select medications for the following covered prescriptions:
  - Cholesterol
  - Depression
  - Chronic pain management
  - Hypertension (high blood pressure)
  - Diabetes (open to all family members)
  - Asthma
    - For employees with spouse and children enrolled in the University CVS Caremark prescription plan, a $10 copayment for their covered asthma prescriptions.

TO SCHEDULE AN INITIAL CONFIDENTIAL, FREE MEDICATION ASSESSMENT, contact The Center for Pharmacy Care at 412.396.2155. Remember, in addition to free, confidential education and counseling, Duquesne University will pay the full cost of prescriptions for the above conditions for employees covered through our CVS Caremark prescription plan under the Cigna OAP and UPMC EPO plans.
HEALTH SAVINGS ACCOUNTS (HSAs) are available to High Deductible Health Plan members only. Employees enrolled in Medicare or listed as a dependent on another person's tax return are not eligible for Health Savings Accounts. HSAs resemble individual retirement accounts, except the money is earmarked for health-care expenses.

The features include:

- Your deposits are tax-free and your money grows, year after year, tax free until you use it.
- You own the account and decide how to invest and grow your money—even when you leave or retire.
- You can withdraw funds anytime to pay for eligible medical expenses including deductibles, co-insurance, prescriptions, vision and dental care.
- At age 65 or after, you can withdraw funds without penalty and use them for whatever you want.
- Funds withdrawn before age 65 for non-medical expenses are subject to taxes and penalties.
- **You receive triple tax advantages:** contributions are deposited tax free, earnings accumulate tax-deferred and withdrawals for eligible expenses are not subject to federal income tax.
- Unused funds remain in the account and roll over from year to year.
- The maximum contributions for this plan year are:
  - $3,400 for Employee;
  - $6,750 for Employee plus Child(ren);
  - $6,750 for Employee plus Spouse;
  - $6,750 for Family; and
  - Any participant who turns 55 or older during the plan year may also contribute an additional $1,000.
- Use the medical plan websites to locate information regarding the cost and quality of treatment options, doctors and hospitals to assist with planning.
- You may also open a Limited Flexible Spending Account for dental and vision expenses only.
- You are permitted to select, change or stop health savings account contributions during the plan year.
- Employees enrolled in either the Cigna High Deductible Health plan or UPMC High Deductible Health plan will use Healthcare Bank with Discovery Benefits, Inc. for the Health Savings Account deposits.
- Duquesne University pays the monthly administrative fee for the Health Savings Account at Healthcare Bank with Discovery.

Employees MUST SELECT the Health Savings Account option in order to receive a University contribution of:
- $450 per year for Employee subscribers
- $650 per year for all other subscribers
FLEXIBLE SPENDING ACCOUNTS

Do you have predictable health care or daycare expenses? If so, a Flexible Spending Account (FSA) can save you money. An FSA allows you to set aside pre-tax dollars to reimburse yourself for eligible out-of-pocket expenses. Discovery Benefits, Inc. (DBI) administers this plan for the University. Use the calculators, list of eligible expenses and planning tools available on the DBI website at discoverybenefits.com to learn more about these accounts. Money set aside are deducted each pay period on a pre-tax basis. Expenses may be paid with your DBI debit card or via electronic claim submission.

- The plan year to incur expenses is extended through September 15, 2018.
- Deadline to submit eligible claims for reimbursement is December 31, 2018.

HEALTH CARE FLEXIBLE SPENDING ACCOUNT

- You may contribute from $130 to $2,600 per year.
- Selections do not carry forward. You must indicate enrollment during every Open Enrollment period.
- Receive immediate access to the total amount you contribute.

Be conservative. If you don’t use the money in your account within the plan year, you lose it.

SUBSTANTIATION

- The IRS requires dates of service, description of service or item purchased, dollar amount incurred, provider name and in some cases a Medical Necessity Form or physician letter.
- Debit card purchases still require substantiation.
- If debit card is used to pay for ineligible expenses or expenses without required documentation, you will be required to pay back the improper payment amounts to Discovery Benefits, Inc. (DBI).

SAVE MONEY with flexible spending accounts.

ELECTIONS do not carry forward—you must indicate enrollment every year.

FLEXIBLE SPENDING ACCOUNTS follow a “use it or lose it” rule.

SAVE YOUR RECEIPTS! While the FSA debit card is a great way to pay for many eligible expenses, use of the debit card does not take away the IRS requirement of submitting documentation. DBI will contact you when manual claims substantiation is required. Failure to submit documentation within the deadline will result in the cancellation of the debit card.

Visit discoverybenefits.com for specific details on flexible spending accounts, including a complete list of eligible expenses.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

If Dependent Care FSA is selected during Open Enrollment, Duquesne University will deposit $500 as a lump sum in your account on July 7, 2017.

- Contributions may range from $130 to $5,000 per year and are dependent on marital and tax filing statuses. Duquesne University’s $500 contribution will count toward the maximum limit you can contribute.
- Reimbursements are only up to the amount available in your account.
- In order to participate, parent(s) must be employed or enrolled in school. Additionally, you may use the account if your spouse is disabled or a full-time student for at least five months during the year.
- Plan year to incur expenses is extended through September 15, 2018.
- Deadline to submit eligible claims for reimbursement is December 31, 2018.

ELIGIBLE EXPENSES

Care of a qualified dependent is only eligible if the care enables you (or you and your spouse) to work, look for work or go to school full time. If your spouse is a stay-at-home mom or dad, you cannot participate in Dependent Care FSAs.

THE UNIVERSITY will contribute a $500 lump sum amount if you elect a Dependent Care Flexible Spending Account.
Your dental benefits are provided through MetLife Preferred Dentist Provider (PDP) plan. Use dentists within the PDP Plus network to receive the highest level of coverage. Remember to request pre-determination of benefits before you receive extensive dental services. This will ensure you know what your actual out-of-pocket cost will be before treatment begins.

MetLife Preferred Dentist Provider (PDP) plan does not provide identification cards. In-network providers automatically submit electronic claims on your behalf.

### DENTAL PRICE TAGS

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>METLIFE PDP BASIC</th>
<th>METLIFE PDP ENHANCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE</td>
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<td></td>
</tr>
<tr>
<td>Annual</td>
<td>$219.36</td>
<td>$418.08</td>
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<tr>
<td>Biweekly</td>
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<td>$16.08</td>
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<td>EMPLOYEE PLUS CHILDREN</td>
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<tr>
<td>Annual</td>
<td>$501.96</td>
<td>$939.96</td>
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<td>Biweekly</td>
<td>$19.31</td>
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<td>EMPLOYEE PLUS SPOUSE</td>
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<td>Annual</td>
<td>$451.44</td>
<td>$845.88</td>
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<td>Biweekly</td>
<td>$17.36</td>
<td>$32.53</td>
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<td>FAMILY</td>
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<td>Annual</td>
<td>$738.96</td>
<td>$1,375.44</td>
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<tr>
<td>Biweekly</td>
<td>$28.42</td>
<td>$52.90</td>
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</table>

### SUMMARY OF BENEFITS

<table>
<thead>
<tr>
<th></th>
<th>BASIC PREFERRED DENTIST PROVIDER (PDP) PLUS PLAN</th>
<th>ENHANCED PREFERRED DENTIST PROVIDER (PDP) PLUS PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IN-NETWORK</td>
<td>OUT-OF-NETWORK</td>
</tr>
<tr>
<td>Deductible Per Plan Year</td>
<td>Deductible Does Not Apply to Preventive Care</td>
<td>Deductible Does Not Apply to Preventive Care</td>
</tr>
<tr>
<td>Employee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>All Other Tiers</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Plan Year Maximum Benefit</td>
<td>$1,000 per person, per plan year</td>
<td>$1,000 per person, per plan year</td>
</tr>
</tbody>
</table>

### DIAGNOSTIC AND PREVENTIVE

- **Cleanings and Exams** (Two times per plan year)
- **Fluoride** (One time per plan year for child under age 19)
- **Sealants** (One per molar in 3 years for child under age 14)
- **Full Mouth X-Rays** (One per 5 plan years)
- **Bitewing X-Rays** (Two sets per plan year)
- **Space Maintainers** (Non-orthodontic for child under age 19)
- **Emergency Palliative Treatment**

### BASIC SERVICES

- **Amalgam Fillings**
- **Resin Composite Fillings**
- **Endodontics** (Root Canal)
- **Repairs of CIO, Dentures and Bridges**
- **Simple Extractions**
- **Periodontal Maintenance**
- **Periodontal Surgery**
- **Periodontal Scaling and Root Planing**
- **General Anesthesia** (when dentally necessary)

### MAJOR SERVICES

- **Implants** (One per tooth in 5 plan years for natural teeth lost while covered by plan)
- **Crowns/Inlays/Onlays** (Replacement once every 5 plan years)
- **Bridges and Dentures (Initial placement for natural teeth lost while covered by plan)**
- **Bridges and Dentures Replacement** (One every 5 plan years)

### ORTHODONTICS: Diagnostic, Active Retention Treatment

- **Adults**
- **Children**
- **Orthodontic Lifetime Maximum**

### Benefits Payment Basis

- A participating general dentist or specialist has agreed to accept negotiated fees as payment in full for services provided to plan members.
- A non-participating general dentist or specialist has NOT agreed to accept the negotiated fees as payment in full. You may be responsible for any difference in cost.
- A non-participating general dentist or specialist has NOT agreed to accept the negotiated fees as payment in full. You may be responsible for any difference in cost.
Your vision benefits are provided through VSP (Vision Service Plan). Use providers in the VSP network to obtain the highest level of benefits. Visit vsp.com to find or confirm in-network providers.

**VSP does not provide identification cards.** In-network providers automatically submit electronic claims on your behalf.

### VISION PRICE TAGS

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>VSP CHOICE BASIC</th>
<th>VSP CHOICE ENHANCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE</td>
<td>Annual $81.36</td>
<td>$164.76</td>
</tr>
<tr>
<td></td>
<td>Biweekly $3.13</td>
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<tr>
<td>EMPLOYEE PLUS CHILDREN</td>
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<td>Biweekly $6.72</td>
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<td>EMPLOYEE PLUS SPOUSE</td>
<td>Annual $162.84</td>
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<tr>
<td></td>
<td>Biweekly $6.26</td>
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<td>FAMILY</td>
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<tr>
<td></td>
<td>Biweekly $10.74</td>
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### SUMMARY OF BENEFITS

<table>
<thead>
<tr>
<th></th>
<th>VSP CHOICE BASIC</th>
<th>VSP CHOICE ENHANCED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IN-NETWORK</td>
<td>OUT-OF-NETWORK</td>
</tr>
<tr>
<td>Exams</td>
<td>Once every plan year</td>
<td>Once every plan year</td>
</tr>
<tr>
<td>Lenses</td>
<td>Once every plan year</td>
<td>Once every plan year</td>
</tr>
<tr>
<td>Frames</td>
<td>Once every other plan year</td>
<td>Once every other plan year</td>
</tr>
<tr>
<td>Contacts</td>
<td>In lieu of lenses and frames</td>
<td>In lieu of lenses and frames</td>
</tr>
</tbody>
</table>

**WellVision Exam**
- Covered in full
- $45 Allowance
- $20
- $45 Allowance

**Single Vision**
- Covered in full
- $30 Allowance
- Covered in full
- $30 Allowance

**Lined Bifocal**
- Covered in full
- $50 Allowance
- Covered in full
- $50 Allowance

**Lined Trifocal**
- Covered in full
- $65 Allowance
- Covered in full
- $65 Allowance

**Lenticular**
- Covered in full
- $100 Allowance
- Covered in full
- $100 Allowance

**Tints/Photochromic**
- NA
- NA
- Covered in full
- NA

**Scratch Coating**
- NA
- NA
- Covered in full
- NA

**Progressive Lenses**
- Covered in full up to retail allowance of $130
- 20% off any amount above the retail allowance
- $70 Allowance
- Covered in full up to retail allowance of $170
- 20% off any amount above the retail allowance
- $70 Allowance

**Frames**
- NA
- $50 Allowance
- $20
- $50 Allowance

**CONTACT EXAM AND LENSES ARE IN LIEU OF LENSES AND FRAMES**

<table>
<thead>
<tr>
<th></th>
<th>VSP CHOICE BASIC</th>
<th>VSP CHOICE ENHANCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Lenses Exam</td>
<td>Copay not to exceed $60</td>
<td>$105 Allowance for Exam and Contacts</td>
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<tr>
<td>Contact Lenses</td>
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<td>$70</td>
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<tr>
<td>Medically Necessary Contacts</td>
<td>Covered after copay</td>
<td>$210 Allowance</td>
</tr>
<tr>
<td></td>
<td>$210 Allowance</td>
<td>$210 Allowance</td>
</tr>
</tbody>
</table>

**ADDITIONAL PAIRS OF GLASSES/SUNGLASSES**
- 20% off unlimited additional pairs of prescription glasses and/or non-prescription sunglasses
- NA
- 20% off unlimited additional pairs of prescription glasses and/or non-prescription sunglasses
- NA

**ID Cards**
No ID card is required for services. In-network providers electronically submit claims on your behalf.

**Service Frequency**
Members are permitted services based upon the plan year of July 1 to June 30. Effective July 1 of each plan year, members have the ability to schedule eligible services.

**Laser VisionCare Program**
Discounts average 15% to 20% off or 5% off a promotional offer for laser surgery, including PRK, LASIK and Custom Lasik from VSP contracted facilities.

**TruHearing MemberPlus Program**
Savings of up to 50% on hearing aids, yearly comprehensive exams for $75, fitting/programming/adjustment visits, three-year repair warranty and 48 batteries per purchased hearing aid. May add up to four guests (parents, grandparents, siblings) for $71 each. Sign up via vsp.truhearing.com and call 1.877.396.7194 to schedule an appointment.

**Provider Choice**
VSP Vision Care offers in-network benefits through 48,000 VSP preferred providers nationwide. Even though Walmart and Sam’s Club are considered out-of-network providers, they have a national agreement with VSP to permit electronic claims submission.

**Customer Service**
vsp.com 1.800.877.7195 imember@vsp.com Download vsp app
Knowing important numbers like your blood pressure, cholesterol, glucose (blood sugar) and body mass index (BMI) will help you learn about your risk for developing chronic conditions and create an action plan to control your risk factors to live a long, healthy life.

In addition to the health benefits of participating, you can also earn money! Each eligible employee will receive a $250 participation reward!

**NOTICE REGARDING WELLNESS PROGRAM**

The Duquesne University Know Your Numbers (KYN) campaign is a voluntary wellness program available to all benefits eligible employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others.

If you choose to participate in KYN you will be asked to complete a voluntary health risk assessment or “HRA” that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening, which will include a blood test for cholesterol and blood glucose levels. You are not required to complete the HRA or to participate in the blood test or other medical examinations. However, employees who choose to participate in KYN will receive an incentive of $250 for completion. Although you are not required to complete the HRA or participate in the biometric screening, only employees who do so will receive the $250. The information from your HRA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as Center for Pharmacy Care counseling. You also are encouraged to share your results or concerns with your own doctor. Please refer to page 25 for additional information regarding the "Notice of Health Information Practices."

**EARN $250**

- Open to Duquesne University employees enrolled in a University medical plan. If your spouse is also a Duquesne University employee enrolled in our plan, then only one per household is eligible for the campaign.
- All employee information is confidential.
- Complete a Know Your Numbers general health screening of:
  - Body mass index (BMI)
  - Cholesterol level
  - Blood pressure
  - Blood glucose level
- Complete a Wellness Profile via the online tool offered through your health insurance plan. It’s helpful to have your screening numbers to complete the Profile.
- **Deadline is June 30, 2018.**

**OBTAIN YOUR SCREENINGS**

- Contact The Center for Pharmacy Care at 412.396.2155 to schedule your free screenings. Screenings may be scheduled on campus at The Center for Pharmacy Care, located at Room 215D of the Union or off campus at the Duquesne University Pharmacy located at 1860 Centre Avenue, Pittsburgh, PA 15219.
- Personal physician visits, health clinic and community screenings are acceptable. These screenings may require a copay. Documentation forms for screenings outside of The Center for Pharmacy Care are available at duq.edu/benefits.

**HOW $250 WILL BE PAID**

- The $250 reward is taxable income.
- **Employee must be an active member of the medical plan when payment is being processed.**
- Completion of screenings and online wellness profile by the deadline of September 30, 2017 will result in $250 being added to the first pay of November 2017.
- Completion of screenings and online wellness profile by the deadline of December 31, 2017 will result in $250 being added to the first pay of February 2018.
- Completion of screenings and online wellness profile by the deadline of March 31, 2018 will result in $250 being added to the first pay of May 2018.
- Completion of screenings and online wellness profile by the deadline of June 30, 2018 will result in $250 being added to the first pay of August 2018.
- **All screenings and profiles must be completed by June 30, 2018.**
BASIC EMPLOYEE TERM LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE

Basic life insurance and Accidental Death and Dismemberment (AD&D) are automatically provided to eligible employees, at no cost, by Duquesne University. This coverage is equal to one times annual salary up to a maximum of $300,000. Amount over $50,000 is subject to imputed income as indicated during the enrollment process. Benefit reduces by 50% at age 70.

BUSINESS TRAVEL ACCIDENT INSURANCE

Business Travel Accident Insurance is automatically provided to eligible employees, at no cost, by Duquesne University. This coverage is equal to $50,000 while traveling on business on behalf of the University.

EMPLOYEE OPTIONAL TERM LIFE INSURANCE

Employee optional life insurance provides additional protection for those who depend on you financially. Your need varies greatly upon age, number of dependents, dependent ages and your financial situation. The online enrollment system will indicate coverage available with the applicable premiums. You are responsible for the cost of the optional coverage you choose. Proof of insurability and coverage limit may apply in some cases.

SPOUSE AND CHILD OPTIONAL LIFE INSURANCE

If applicable, Spouse and Child optional life insurance will also be indicated with applicable premiums during your completion of the online enrollment process. You are responsible for the cost of the optional coverage you choose. Proof of insurability and coverage limit may apply in some cases.

BASIC LONG-TERM DISABILITY (LTD)

Basic Long-Term Disability (LTD) of 50% of base salary to a maximum benefit of $5,000 per month is automatically provided to eligible employees after a 12-month waiting period. Long-term disability replaces a portion of your income if illness or accident prevents you from working for an extended period of time.

BUY UP LONG-TERM DISABILITY

Buy Up Long-Term Disability provides an additional 10% up to 60% of base salary to a maximum of $12,000 per month. The online enrollment system will indicate coverage available with the applicable premiums. You are responsible for the cost of the optional coverage you choose.

Contact the Disability Claims Manager at 412.396.6677 to file an initial application for LTD benefits.

Visit the website for additional information and rates: duq.edu/benefits

WILL PREPARATION SERVICE

Employees enrolled in the Optional Term Life Insurance policy are eligible to participate with the MetLife Will Preparation Services offered through Hyatt Legal Plans. Contact Hyatt Legal Plans at 1.800.821.6400 for additional information.

BENEFICIARIES

- WHAT IS A BENEFICIARY? Your beneficiary is who will receive payment from your life insurance and AD&D coverage.

- DO YOU NEED TO NAME A BENEFICIARY? If you don’t name a beneficiary, your benefit will automatically go to your estate.

  Even if you do not purchase optional coverage amounts, you need to name a beneficiary because the University provides free core life insurance and AD&D coverage.

  Once you name a beneficiary during the online enrollment process, the designation will not change until you update. Thus if you marry, divorce or have a new child, it is your responsibility to update your life insurance beneficiaries via bswift as your life or family status changes.

  If you purchase optional dependent life insurance for your spouse or child(ren), you are automatically the beneficiary for that plan.

  The bswift online benefits enrollment system will automatically list “My Estate” as your beneficiary. You must select “add beneficiary” to enter the names and percentages of your beneficiaries.
INFORMATION SESSIONS

<table>
<thead>
<tr>
<th>INFORMATION SESSIONS</th>
<th>APPROXIMATELY 50 MINUTES IN LENGTH</th>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIGNA HIGH DEDUCTIBLE HEALTH PLAN</td>
<td>This session is designed as an overview of the Cigna high deductible health plan. Sessions will cover a thorough explanation of the high deductible health plan and health savings account, an overview of how to access Telehealth, Cigna member resources available to participants, preventive care and Frequently Asked Questions.</td>
<td>Monday, April 24, 2017</td>
<td>Noon</td>
<td>Power Center 205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday, May 11, 2017</td>
<td>9:00 a.m.</td>
<td>Power Center 205</td>
</tr>
<tr>
<td>CIGNA OAP (OPEN ACCESS PLUS)</td>
<td>This session is designed to provide all employees with an opportunity to learn more about the Cigna OAP (Open Access Plus) medical plan. Topics include plan review, in-network and out-of-network features, how to find a network provider, how to access Telehealth, an overview of the Cigna member website, various resources available to participants, preventive care and Frequently Asked Questions.</td>
<td>Monday, April 24, 2017</td>
<td>9:00 a.m.</td>
<td>Power Center 205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday, May 11, 2017</td>
<td>Noon</td>
<td>Power Center 205</td>
</tr>
<tr>
<td>UPMC HIGH DEDUCTIBLE HEALTH PLAN PREMIUM PPO NETWORK</td>
<td>This session is designed as an overview of the UPMC high deductible health plan. Sessions will cover a thorough explanation of the high deductible health plan and health savings account, an overview of the UPMC member website, AnyWhere Care access, various resources, preventive care and Frequently Asked Questions.</td>
<td>Thursday, April 27, 2017</td>
<td>9:00 a.m.</td>
<td>Power Center 205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday, May 9, 2017</td>
<td>Noon</td>
<td>Power Center 205</td>
</tr>
<tr>
<td>UPMC EPO</td>
<td>This session is designed to provide all employees with an opportunity to learn more about the UPMC medical plan. Topics include plan review, overview of the UPMC member website, AnyWhere Care access, preventive care and Frequently Asked Questions.</td>
<td>Thursday, April 27, 2017</td>
<td>Noon</td>
<td>Power Center 205</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday, May 9, 2017</td>
<td>9:00 a.m.</td>
<td>Power Center 205</td>
</tr>
</tbody>
</table>

WANT TO SAVE TIME AND MONEY? THEN TELEMEDICINE MAY BE FOR YOU!

Telemedicine (referred to as eVisits by UPMC Health Plan and TeleHealth by Cigna)

Telemedicine is a convenient and affordable option that allows you to talk with a doctor 24 hours a day, 7 days a week who can diagnose, recommend treatment and prescribe medication (when appropriate) for many of your medical issues.

Conditions commonly treated through Telemedicine include:

- Acne
- Bladder Infection/Urinary tract infection
- Bronchitis
- Cold/flu
- Diarrhea
- Fever
- Migraine/headaches
- Pink eye
- Rash
- Sinus problems
- Sore throat
- Stomach ache
- Sunburn
- and more....

Individuals enrolled with Cigna OAP and UPMC EPO have a $5 copay. Individuals enrolled with the high deductible health plans (HDHP) usually pay approximately $40 per visit until they meet deductibles/coinsurance as outlined on page 6.
Now you can make a gift to Duquesne University during Open Enrollment...

Duquesne faculty and staff know how transformative students’ experiences on the Bluff can be because we get to witness them every day. Academics that challenge, values that guide, a location that inspires and an experience that defines—all of these elements combine to prepare students from a diverse range of backgrounds to make a difference in the world around us.

The Duquesne Fund, our annual giving program, helps to support every life-changing moment. This year—for the first time—you can make a gift to The Duquesne Fund by signing up for convenient payroll deduction as part of your annual benefits open enrollment process.

While you are completing your online enrollment, you will have the opportunity to make your gift using payroll deduction. The bswift system will walk you through two easy steps:

- **SELECT AN AMOUNT** to be deducted from each pay (the minimum amount is $2) for one year, or 26 pays.

- **CHOOSE A DESIGNATION:** You may make your gift unrestricted to The Duquesne Fund, which allows your gift to be used in the areas of greatest need, or you can designate it to any of our schools, scholarships, Gumberg Library, Spiritan Campus Ministry or Athletics. You may choose to direct your gift to other designations and will have the opportunity to specify within the open enrollment process.

Your selected deduction per pay will begin on July 7, 2017 and will continue until June 22, 2018.

With just a few clicks, you can make a huge impact on our students. The cumulative effect of many gifts from our faculty and staff community makes a real and measurable difference. **In fact, if every full-time employee contributed just the minimum $2 per pay, Duquesne students would immediately benefit from more than $80,300 in additional support.** Of course, you are always welcome to give more, based on individual interests and circumstances.

While directly helping students, a high rate of faculty and staff participation also sends a clear message of unity, faith and confidence to alumni, friends and organizations considering their own gifts to Duquesne. You magnify the impact of your gift as you inspire the generosity of others.

**CAN WE COUNT YOU IN?**

Remember to sign up for a payroll deduction gift during open enrollment this year.

**PAYROLL DEDUCTION FAQS**

**HOW DOES PAYROLL DEDUCTION WORK?**

Payroll deduction is a fast, easy and convenient way to make a gift. Through the benefits enrollment process, you specify the amount to be automatically deducted from each pay and where you would like your gift to be designated. Your gift goes to work right away for our students!

**WHERE CAN I DESIGNATE MY GIFT?**

You may choose to make your gift unrestricted to The Duquesne Fund or designate to any of our schools, scholarships, Gumberg Library, Spiritan Campus Ministry or Athletics. You may choose to direct your gift to other designations and will have the opportunity to specify within the open enrollment process.

**WHEN WILL MY PAYROLL DEDUCTION GIFT BEGIN?**

The amount you select per pay will begin to be deducted from your paycheck on July 7, 2017 and the last deduction will be made on June 22, 2018.

**WHO CAN I CONTACT FOR MORE INFORMATION?**

If you have questions, please contact Melissa Keebler, Office of Annual Giving, 412.396.2358, keeblerm@duq.edu, or visit duq.edu/countmein.
Please refer to The Administrative Policies (TAPs) for additional information. These documents are available on our website at duq.edu/taps

**VACATION PURCHASE**

If you are a full-time, non-faculty employee of the University, you may purchase up to five additional vacation days. Vacation is purchased in units of one full day. The cost indicated on your enrollment information is determined by dividing your base annual salary by 260. For example, $26,000 divided by 260 is $100 per day. Purchasing two vacation days would cost $200, or approximately $7.69 per pay ($200 divided by 26 biweekly pays). Vacation purchase is completed with pre-tax dollars. **Purchased days must be used within the plan year or they are forfeited.** If you leave the University and have not used the purchased time, you will be reimbursed on a pro-rated basis. There is no opportunity to sell vacation days back to the University.

**TIME OFF AND LEAVES OF ABSENCE**

As a Duquesne University employee, your benefits package includes time off programs. Your time off depends on your employment status.

Information regarding these programs can be found online within various Administrative Policies which are located on the Office of Human Resources website.

Employees covered by a collective bargaining agreement should refer to their current contract.

**The Administrative Policies (TAPs)**
duq.edu/about/administration/policies/taps

You can view your current leave balance on the DORI system by accessing:

- Self Service ➔ Employee ➔ Leave Balances

**TUITION REMISSION/TUITION EXCHANGE**

Eligible employees may take advantage of full, basic tuition remission to further their own education. Depending on an employee's status, full- or partial-basic tuition remission is also available to eligible spouses and dependent children, providing they meet the admission requirements of the University. **All Duquesne University tuition remission forms must be completed (with estimated credits per term) and submitted by the established deadlines. Forms not submitted by deadline are subjected to a five percent benefit reduction.**

All tuition exchange forms must be completed and received by the Benefits Office no later than December 1 of the student's senior year of high school. Participating tuition exchange schools may be found at tuitionexchange.org and cic.org.

For details about eligibility, please visit duq.edu/admissions-and-aid/financial-aid/programs/tuition-exchange.

**EMPLOYEE ASSISTANCE PROGRAM | 1.800.327.7272**

If you're struggling with a work or family issue, free confidential help is just a call away. You and your eligible dependents can receive help on issues such as:

- Marital or premarital problems
- Alcohol or drug abuse
- Interpersonal issues
- Conflict at work
- Depression or anxiety
- Stress management
- Family relationships
- Grieving a loss
- Financial, legal or consumer concerns
- Child and elder care resources
- Personal Health Partners

**OUR EMPLOYEE ASSISTANCE PROGRAM** offers Personal Health Partners to lend a hand with the many aspects of family health care. You and your family members have access to a Personal Health Partners specialist who can answer questions regarding specific treatment options, secure appointments with specialists and help answer questions related to insurance matters. Personal Health Partners case managers are experienced in coordinating with health insurance representatives, social workers, claim representatives, pharmaceutical companies, doctor's offices and nurses. The service is free to you and your family members including parents and parents-in-law. Call 1.800.327.7272 for assistance.
As a Duquesne University employee, a key part of your compensation and future security is your retirement plan. Regardless of your age, the time for thinking about retirement is now. With careful planning, you can help make your retirement years a more comfortable and secure time of life for you and your family.

**EMPLOYEE CONTRIBUTIONS**

The Duquesne University Retirement Plan is a tax-deferred defined contribution plan that helps you save for retirement. Employees can begin participation in the plan with their own voluntary contributions on the first day of the month following or coinciding with their hire date.

Changes to voluntary retirement plan deductions can be made at any time with the completion of a new Salary Reduction Agreement form.

**EMPLOYER CONTRIBUTIONS**

The Duquesne University Plan helps you save even more for retirement by providing matching funds to your own contributions if you are an eligible employee. Both University and employee contributions are immediately vested, and the plan is 100% portable if you leave. Vested means you are eligible to receive both your and the University's contributions if you terminate employment.

You are eligible to receive the matching funds the first day of the month following your one-year anniversary. This one-year waiting period may be waived if you have previously worked at a qualifying educational institution.

Employees contribute 5% of eligible salary on a voluntary basis and receive, if eligible, an additional 8% matching contribution from the University. You may always contribute more than 5%, but additional voluntary contributions are not matched.

Depending upon the terms of your employment, you may be required, as a condition of your employment, to contribute 5% of your eligible salary after fulfilling certain age and service requirements.

**UNDERSTANDING RETIREMENT PLAN FEES**

You can enhance your retirement savings by understanding how investment fund fees effect returns. All investment funds have fees for services associated with that particular fund that offset the amount of earnings applied to a participant's account. Fees can vary among investment options due to risks and complexities of the fund's investment strategy and the services provided to the plan. Differences in fees and expenses may significantly change the amount in a retirement account over many years of savings.

A Department of Labor Fee Disclosure Notice is sent annually to eligible participants to provide information on these investment fund fees and assist participants in making meaningful comparisons of their investment alternatives. The Notice includes historical performance, comparable benchmark performance, shareholder-type fees, and expenses and investment restrictions.

**HOW TO OBTAIN BENEFITS**

In general, you may not withdraw any of the funds in your retirement plan accounts as long as you are employed at the University. However, if eligible, you may contact your retirement plan vendor to request no more than two outstanding loans, request a hardship withdrawal, request a distribution if you have attained age 59 ½ and are no longer eligible for University contributions, or request disability distribution.

Contact your retirement plan vendor approximately three months before your retirement date to ensure paperwork and distribution options are properly completed.

**COUNSELING**

Both Fidelity and TIAA offer ongoing opportunities for you to meet personally with one of the Participant Counselors. These appointments provide an excellent opportunity for you to discuss your particular accounts on a range of topics, including payroll deductions, investments, allocations, transfers, tax-deferred savings, death benefits and retirement options. Use the Appointment Scheduling numbers provided below to determine the date and time that works best for you.

Even if you are not approaching retirement, be sure to take advantage of the individual appointments and online planning tools available from our vendors.

**RETIREMENT PLAN CONTACT INFORMATION**

- **FIDELITY** | https://nbacctopen.fidelity.com/
  Customer Service: 1.800.343.0860
  Appointment Scheduling: 1.800.642.7131
  or register online at getguidance.fidelity.com
  F.L. Geary: 412.445.4080

- **TIAA** | http://www1.tiaa-cref.org/tcm/duq/
  Customer Service: 1.800.842.2776
  Appointment Scheduling: 1.800.732.8353
  or register online at www.TIAA.org/schedulenow
  Mark Sekera: 412.365.3008

- **VALIC** | http://www.valic.com/
  John Soika: 412.680.0494
  (No longer accepting contributions)
Your eligibility for benefits (and that of your enrolled dependents) ceases at the end of the month in which your employment is terminated or if the benefits program is discontinued. Insurance coverage for dependents will also terminate at the end of the month in which your dependent is no longer eligible.

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue benefit coverage under the employer's medical, dental and vision plans, and flexible spending accounts when a "qualifying event" would normally result in the loss of eligibility. Examples include termination of employment, death of the employee, reduction in work hours, divorce or loss of eligibility by a dependent child.

The plans available through COBRA continuation coverage are the same plans currently offered by the University; however, you or your dependent(s) must pay the full cost of the health, dental and vision plan, plus an administrative fee. COBRA premiums are due monthly, and failure to pay on time will result in loss of coverage.

### Length of COBRA Continuation Coverage
Coverage may continue for differing lengths of time depending upon the reason for eligibility.

- Up to 18 months if loss of coverage is due to termination of employment or reduction in work hours
- Up to 36 months for dependents if loss of coverage is due to death, divorce or a dependent child's loss of eligibility
- Up to 29 months if the individual is disabled at the time of eligibility for continued coverage or is disabled within 60 days of eligibility for continued coverage

### Notifying Benefits Office of a Qualifying Life Event
To apply for COBRA coverage, when a divorce is final, a dependent child no longer meets age and/or dependency eligibility requirements as outlined in each specific plan, or a marriage or birth/adoption of child, update information using the online bswift system per instructions on page 28.

Within 14 days, the Benefits Office will provide you and/or your qualified dependent pertinent information on the application procedure and eligibility for continuation of coverage through COBRA.
**Continuation Coverage Rights Under COBRA**

**Introduction**

You're getting this notice because you recently gained coverage under a group health plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it. When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

**What is COBRA Continuation Coverage?**

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:
- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:
- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:
- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

**When is COBRA continuation coverage available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:
- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Ashley Knight, Benefits Manager, Duquesne University, Benefits Office, 600 Forbes Avenue, Pittsburgh, PA 15282.

**How is COBRA continuation coverage provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

**Disability extension of 18-month period of COBRA continuation coverage**

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage. You must provide this notice to: Ashley Knight, Benefits Manager, Duquesne University, Benefits Office, 600 Forbes Avenue, Pittsburgh, PA 15282.

**Second qualifying event extension of 18-month period of continuation coverage**

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.
Are there other coverage options besides COBRA Continuation Coverage?
Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse’s plan) through what is called a “special enrollment period.” Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at www.healthcare.gov.

If you have questions
Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor’s Employee Benefits Security Administration (EBSA) in your area or visit www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit www.HealthCare.gov.

Keep your Plan informed of address changes
To protect your family’s rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan contact information: Ashley Knight, Benefits Manager Duquesne University, Benefits Office 600 Forbes Avenue, Pittsburgh, PA 15282

SUMMARY OF BENEFITS AND COVERAGE (SBC)
As an employee, the health benefits available to you represent a significant component of your compensation package. They also provide important protection for you and your family in the case of illness or injury.

Your plan offers a series of health coverage options. Choosing a health coverage option is an important decision. To help you make an informed choice, your plan makes available a Summary of Benefits and Coverage (SBC), which summarizes important information about any health coverage option in a standard format, to help you compare across options.

The SBC is available when completing enrollment via bsswift and on the benefits office website at www.duq.edu/work-at-du/benefits/required-notices.

A paper copy is also available, free of charge, by calling the Benefits Office at 412.396.5106.

SUMMARY PLAN DESCRIPTIONS (SPD)
As required under the Employee Retirement Income Security act (ERISA), all employees and their covered dependents must be given access to a copy of the Summary Plan Description (SPD) for the employees welfare benefit plans.

The SPD outlines the eligibility, schedule of benefits and covered/excluded items of the benefit plans offered by Duquesne University.

Employees and/or their covered dependents are given three options to access/obtain a copy of an SPD
1. On-line enrollment. Links to the SPDs can be found while completing the enrollment process.
2. Benefits web site. Links to the SPDs are located at www.duq.edu/work-at-du/benefits/required-notices
3. You may also request a paper copy of an SPD from the Benefits Office at 412.396.5106.

MOTHERS’ AND NEWBORNS’ HEALTH PROTECTION ACT
Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother’s or newborn’s attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours).

WOMEN’S HEALTH AND CANCER RIGHTS ACT ANNUAL NOTICE
If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women’s Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:
• All stages of reconstruction of the breast on which the mastectomy was performed;
• Surgery and reconstruction of the other breast to produce a symmetrical appearance;
• Prostheses; and
• Treatment of physical complications of the mastectomy, including lymphedema

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan.

If you would like more information on WHCRA benefits contact your provider at the phone number on the back of your ID card.

MEDICAID AND THE CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP)
Offer Free Or Low-Cost Health Coverage To Children And Families
If you are eligible for health coverage from your employer, but are unable to afford the premiums, some states have premium assistance programs that can help pay for coverage. These states use funds from their Medicaid or CHIP programs to help people who are eligible for employer sponsored health coverage, but need assistance in paying their health premiums. If you or your dependents are already enrolled in Medicaid or CHIP, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, you can contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, you can ask the state if it has a program that might help you pay the premiums for an employer-sponsored plan. Once it is determined that you or your dependents are eligible for premium assistance under Medicaid or CHIP, your employer’s health plan is required to permit you and your dependents to enroll in the plan – as long as you and your dependents are eligible, but not already enrolled in the employer’s plan. This is called a “special enrollment” opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance.

If you have questions about enrolling in your employer plan, you can contact the Department of Labor electronically at askebsa.dol.gov or by calling toll-free 866.444.EBSA (9272).

MEDICARE PART D CREDITABLE COVERAGE NOTICE
Group medical plans with prescription drug coverage sponsored by the University for eligible active employees meet the standards for creditable coverage required by federal regulations and guidelines.
NOTICE OF HEALTH INFORMATION PRACTICES

This notice describes how patient health information (PHI) about you may be used and disclosed and how you can get access to this health information. Please read it carefully and ask any questions.

WHAT IS HEALTH INFORMATION:

Each time that a service is rendered or a procedure is done, even as simple as a routine blood pressure check, data and information are collected. This is health information or what is commonly referred to as information for or in the medical record or the patient record. Accurate, credible, and timely data and information are used by this organization, covered entity, as the basis for planning your care, as a means of having multiple healthcare providers know about your current health status, for health insurance, as a health legal document, as a record for billing purposes, as a source of data for research, planning, and marketing, as a source of required information for public health officials, and as a means to continue to improve the care that we provide. At this organization, we have always, and will continue to protect the privacy of your health information and the dignity of you as an individual. On July 6, 2001, the U.S. Federal Government passed compliance regulations that mandate all healthcare facilities, health plans, and clearinghouses to protect health information and inform consumers of the healthcare information practices of the facility. Overtime amendments and additions have been made and are incorporated into this Notice.

THE CONSUMER’S HEALTH INFORMATION RIGHTS:

This facility maintains a medical record for you containing medical information concerning you. With this in mind, you have the right to:

- Request a restriction on use and disclosure of health information, although the facility is not required to comply except as follows. A covered entity must agree to the request of an individual to restrict disclosure of PHI about the individual to a health plan if the disclosure is for the purpose of carrying out payment or healthcare operations and is not otherwise required by law and the PHI pertains solely to a healthcare item or service for which the individual or another on behalf of the individual, other than the health plan, has paid the covered entity in full. A covered entity may terminate a restriction by informing the individual except for the above. (45CFR164.522)
- Obtain a copy of this notice
- Inspect, have access to, and receive a copy of your medical record (45CFR 164.524) A fee for labor and materials can be assessed.
- Amend your medical record (45 CFR 164.528)
- Obtain an accounting of disclosures of your medical record (45 CFR 164.528)
- Request your medical record by alternative means or location. You are entitled to receive electronic copies of PHI only if that PHI is already maintained in electronic format. The method of electronic transmission, the sending and receiving, must be deemed secure.
- Revoke your authorization to use or disclose your health information except to the extent that action has already been taken

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- Revoke your authorization to use or disclose your health information except to the extent that action has already been taken

THIS ORGANIZATION’S RESPONSIBILITIES:

This organization’s mission of quality service and respect of the individual has always taken into account protecting health information privacy. Our responsibilities are to:

- Maintain the privacy of your health information
- Provide you this notice of health information practices
- Notify you if we are unable to satisfy a request or a restriction.
- Accommodate all reasonable requests while maintaining quality care and respect for you
- Make you aware of all health information practice policy changes
- We will not use or disclose your PHI your approval except as stated in this notice.

- When PHI is disclosed as above, it will be disclosed at the minimum necessary level.
- Notify affected individuals following a breach of unsecured protected health information

TO REQUEST FURTHER INFORMATION OR ASK QUESTIONS:

If you would like further information or have questions, this organization employs a HIPAA Compliance Officer who can be reached at 412-396-1387. If you believe that your privacy rights have been violated, you can file a complaint with the Compliance Officer or with the Secretary of Health and Human Services. There will be no penalty or retaliation for filing a complaint.

Examples of Permitted Types of Uses and Disclosures of Health Information:

This organization may use or be required to use your health information without your authorization or consent for normal business activities as follows:

For Care and Treatment: Health information obtained by a healthcare practitioner such as a physician, nurse, or therapist, will be entered into your medical record and used to determine a plan of care. For example, healthcare members will write and read what others have written such that your care can be coordinated and everyone is aware of how you are responding to your treatment plan. In addition, your health information may go with you such that future healthcare providers will have a record of your care. Your health insurer may disclose health information to the sponsor of the plan.

For Billing and Payment: In addition to demographic information, information on a bill sent to an insurer may include health information. This health information is restricted to that which is needed for the financial transactions.

For Healthcare Operations: In order to provide quality care and for payment, this organization may use your health information, for example, to analyze the care, treatment, and outcomes of your medical case and of others. This health information will be used to continually improve the care of the services that are provided. If a health plan receives protected health information for the purpose of underwriting, premium rating, or other activities relating to the creation, renewal, or replacement of a contract of health insurance or health benefits, and if such health insurance or health benefits are not placed with the health plan, such health plan may only use or plan, such health plan may only use or disclose such protected health information for such purposes or as may be required by law, subject to the prohibition at 164.502 (a)(5)(i) with respect to the genetic information included in the protected health information. In accordance with 164.504(f), the group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan with the exception of genetic information as above.

For Directory Purposes: Where applicable, we will use your name, location, general medical condition, and religious affiliation for directory purposes unless you instruct us not to. This health information is only for the use of clergy and to people who ask for you specifically by full name (although religious affiliation will not be given to the latter).

For Business Associates: In order to provide quality services, this organization requires business services such as pharmacy, health insurance, clinic services, information technology, vendors, etc. These services will have use of your health information at the minimum necessary level as it pertains to their service delivery. Also, business associates and their subcontractors must follow Federal standards for protecting your health information and sign a business associate agreement. In addition, the business associates must follow the HIPAA Privacy Rule, the Security Rule as specified in the Health Information Technology for Economic and Clinical Health Act (HITECH)/Energy and Commerce Recovery and Reinvestment Act, Subtitle D, Section 4401, and 45CFR164.502(a)(5)(i)(X).
For Clergy: Where applicable, unless you specify that you object, health information such as your name and general medical condition will be given to clergy for professional purposes only.

For Notification: We may use or disclose health information, such as your general condition, to notify or assist in notifying a family member or person responsible for your care.

For Communication: We may use or disclose health information relevant to your care to family member’s or those that you deem responsible for your care on a need to know basis.

For Research: We may disclose health information to researchers if they have appropriate consent forms and the research has been approved by our institutional review board. The researchers will be held to this facility’s health information privacy standards.

For Funeral Directors: We may disclose health information to funeral directors in accordance with state laws and for professional purposes only.

For Organ Procurement Organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or organizations involved in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

For Marketing Purposes: Where applicable, we may contact you to provide information on appointment reminders or alternative treatments and services that may benefit you given your medical condition. In addition, a covered entity or business associate shall not directly or indirectly receive remuneration in exchange for any protected health information of an individual unless the covered entity obtained from the individual, in accordance with section 164.508 of title 45, Code of Federal Regulations, a valid authorization that includes a specification of whether the protected health information can be further exchanged for remuneration by the entity receiving protected health information of that individual. Exceptions under HITECH include, when the purpose of the exchange is for research, public health, treatment, health care operations, providing an individual with a copy of their protected health information, and for remuneration that is provided by a covered entity to a business associate for activities involving the exchange of protected health information that the business associate undertakes on behalf of and at the specific request of the covered entity pursuant to a business associate agreement. The price charged must reflect not more than the costs of preparation and transmittal of the data for such purpose.

For Fundraising: We may contact you for fundraising efforts conducted for this organization’s benefit. Per 45CFR164.514(f)(1)(ii)-(v), the PHI used without an authorization is limited. You also have the right to opt out of receiving any further fundraising communication, and to opt back in.

For the Food and Drug Administration: As requested or required by the FDA, we may disclose health information relevant to an adverse health condition related to food, food supplements, product and product defects related to food, or post marketing surveillance information to allow product recalls, repairs, or replacements.

For Workers Compensation Issues: In compliance with Worker’s Compensation laws, health information may be revealed to the extent necessary to comply with the law and your individual case.

For Public Health Requirements: As required by law, health information may be disclosed to public health or legal authorities for the jurisdiction of disease, injury, disability prevention or control and to assist in disaster relief efforts. In addition, about information disclosure at a school in regards to an individual who is a student or a perspective student, if the PHI that is disclosed is limited to proof of immunization.

For Correctional Institutions: Should you be an inmate in a correctional institution, health information may be disclosed to the institution or its agents which would be necessary for your health and safety and the health and safety of other individuals.

For Law Enforcement Agencies: Health information may be disclosed to law enforcement agencies for purposes required by law or subpoena.

For Judicial and General Administrative Proceedings: Patient health information may be released per minimum necessary requirements for proceedings.

For Healthcare Oversight: Patient health information may be used by health oversight agencies for activities such as audits, inspections, and licensure activities.

For Specialized Government Functions: In the event that appropriate military authorities require information, it may be released at the minimum necessary level.

For Victim of Abuse, Neglect, and Domestic Violence: Information may be released to social service agencies or protective services in order to protect an individual.

For Emergency Circumstance: If the opportunity to agree or object to the use or disclosure of PHI cannot practically be provided because of your incapacity or in an emergency circumstance, the covered entity may, in the exercise of professional judgment, determine whether the disclosure is in the best interest of the individual and if so disclose only the PHI that is directly relevant to the person’s involvement with the individual’s care or payment.

Examples of uses and disclosures that require an authorization such as psychotherapy notes [where deemed appropriate], participation in research, and marketing that involves financial remuneration, are to be made with your written authorization and you may revoke such authorization at any time as provided by 164.508(b)(2). Other uses and disclosures not described in the notice will be made only with your written authorization.

Examples of uses and disclosures requiring an opportunity for the individual to agree or to object include the following:

A covered entity may disclose, with your agreement, to a family member, other relative, a close personal friend, or any other person identified by you, the PHI directly relevant to such person’s involvement with your healthcare treatment or payment related to your healthcare episode.

When an individual is deceased, a covered entity may disclose to a family member, or other persons who were involved in the individual’s care or payment for healthcare prior to the individual’s death, protected health information of the individual that is relevant to such person’s involvement, unless doing so is inconsistent with any prior expressed preference of the individual that is known to covered entity.

Any other uses and disclosures not specified in this Notice will be made only with an authorization from you.

NOTICE OF AVAILABILITY OF SEPARATE PAYMENTS FOR CONTRACEPTIVE SERVICES

Duquesne University has certified that its group health plan qualifies for an accommodation with respect to the federal requirement to cover all Food and Drug Administration-approved contraceptive services for women, as prescribed by a health care provider, without cost sharing. This means your Duquesne University medical plan and/or prescription drug plan will not contract, arrange, pay, or refer for contraceptive coverage. Instead, the Duquesne University plans will provide separate payments for contraceptive services that you use, without cost sharing and at no other cost, for so long as you are enrolled in the University’s medical plans. Duquesne University will not administer or fund these payments. If you have any questions about this notice, contact your medical plan and/or prescription drug plan provider.
THERE'S AN APP FOR THAT

BENEFITS APPLICATIONS (APPS)

**Assist America** - As a covered member of UPMC Health Plans, you have the protection of Assist America's global emergency travel assistance services. Download the FREE Assist America Mobile App for your iPhone from the Apple App Store or for your Android from Google Play. Then, log in with your reference number 01-AA-UP-156243.

**Axa Assistance** - All full-time, benefits-eligible Duquesne employees are enrolled in AXA Assistance for travel assistance and identity theft solutions through their MetLife life insurance. Download the Axa Assistance App for your iPhone from the Apple App Store or for your Android from Google Play. Search for Webcorp Mobile. Then, log in using username: axa password: travelassist.

**bswift** - The bswift App will give you on the go access to your benefit elections, overviews and links to provider websites as well as completing your Open Enrollment event. Download the bswift App for your iPhone from the Apple App Store or for your Android from Google Play. Then, log in using your bswift credentials, NOT your DORI credentials.

**Cigna** - Participants in the Cigna health plans can download the myCigna App for the iPhone from the Apple App Store or for the Android from Google Play. This app gives on the go access to benefit overviews, ID cards and claim information. Visit Cigna's website for more information.

**CVS Caremark** - Participants in Cigna OAP and UPMC EPO can download the CVS Caremark App for the iPhone from the Apple App Store or for the Android from Google Play. This app gives on the go access to benefit overviews, ID cards and claim information. Learn more at CVS Caremark's website.

**Discovery Benefits, Inc** - Employees contributing to the flexible spending account can view their account balance, submit a claim, upload documentation and check on claim status information from their mobile device using the Discovery Benefits Mobile App! Download the app for the iPhone from the Apple App Store or for the Android from Google Play. Learn more at the Discovery Benefits, Inc. website.

**Fidelity Investments** - Those contributing to the Duquesne University retirement plan through Fidelity can review their accounts using the NetBenefits App. Download the app for the iPhone from the Apple App Store or for the Android from Google Play. Learn more at Fidelity’s website.

**MetLife** - Employees can view information about their life, long-term disability and dental insurance using this app. Find participating dentists, view your ID card and access a summary of your dental claims. Download the app for the iPhone from the Apple App Store or for the Android from Google Play.

**TIAA** - Participants can view their fund performance and rate of return using this app. They also have mobile access to the Retirement Projector, office locations and TIAA consultants. Download the app for the iPhone from the Apple App Store or for the Android from Google Play. Learn more at TIAA's website.

**UPMC Healthplan** - The UPMC Healthplan App gives subscribers mobile access to ID Cards, participating provider listings and claim status information. Download the app for the iPhone from the Apple App Store or for the Android from Google Play. Learn more at UPMC Healthplan's website.
Employees may use the bswift system to update information throughout the plan year due to qualified life events as defined on page 3.

**These steps must be completed within 30 days of the event**

1. **LOG IN** to bswift using the instructions located on page 1.

2. **SELECT** your specific Life Event

3. **INDICATE** the effective date

4. **ENTER** information as requested

5. **CONFIRM** and Save Enrollment

The following items are needed before the Benefits Office can approve and process the qualified life event:

- **BIRTH** – copy of crib card then Birth Certificate upon receipt
- **DIVORCE** – copy of Divorce Decree
- **MARRIAGE** – copy of Marriage Certificate
- **EMPLOYMENT STATUS** – proof of gain/loss of coverage indicating effective date, specific coverage gained/lost (i.e., medical, dental, vision) and person(s) gaining/losing coverage

Follow these instructions to upload documentation to bswift:

- **SCAN** and save document to your computer
- **LOG IN** to bswift using the instructions located on page 1
- **SELECT** My Profile
- **SELECT** Employee File
- **SELECT** Add Employee File Document
- **TITLE** the document (i.e. Marriage Certificate, “Child’s Name” Birth Certificate, etc.)
- **SELECT** Document Type
- **SELECT** Browse to locate and select your scanned document
- **CLICK** Save

A confirmation email will be sent when the Benefits Office has completed the process.

**Qualified life events must be reported within 30 days of the event.**

Do not wait for documentation to begin this process.

Your enrollment will remain pending on bswift until the Benefits Office approves and processes.
# CUSTOMER SERVICE CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th>Website</th>
<th>Login Details</th>
</tr>
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</table>
| **Axa Assistance**  
*(Travel Assistance and Identity Theft Solutions)* | 1.800.454.3679 | http://webcorp.axa-assistance.com | USERNAME: axa  
PASSWORD: travelassist |
| **CVS Caremark Prescription Drug**  
Specialty Drug Management | 1.877.347.7444  
1.800.237.2767 | www.caremark.com | |
| **The Center for Pharmacy Care**  
*(Medication Therapy Management)* | 412.396.2155 | www.duq.edu/cpc | |
| **Cigna** – Including 24 Hour Health Information Line | 1.800.244.6224 | www.myCigna.com | |
| **Coldwell Banker Real Estate** | 1.800.998.7444 | www.coldwellbanker.com | |
| **Dental – MetLife PDP Plus Network** – Group #151368 | 1.800.942.0854 | www.metlife.com/mybenefits | |
| **Duquesne University Pharmacy**  
*(Free Prescription Delivery on Campus)* | 412.246.0963 | www.duqpharmacy.org | |
| **Employee Assistance Program (EAP) and Personal Health Partners** | 1.800.EAP.7272 | www.lytleeap.com  
**MEMBER LOGIN:** duquesne | |
| **Flexible Spending Accounts and Health Savings Accounts**  
*Participant Services* | 1.866.451.3399 | customerservice@discoverybenefits.com  
www.discoverybenefits.com/participants  
www.netbenefits.com | |
| **Fidelity Investments** – Account #68969  
*Appointment Scheduling* | 1.800.343.0860  
1.800.642.7131 | | |
| **HIPAA Rights Line** | 412.396.1387 | | |
| **Little Giant Federal Credit Union**  
On Campus – Room 108, Liberman Hall  
T & Th 9:00 a.m. to 4:00 p.m.  
Voice Response | 412.771.1383 | www.littlegiantfcu.org | |
| **MetLife (Life Insurance and LTD)** – Group #151368  
*Life Insurance: 1.800.438.6388  
LTD: 1.800.300.4296* | | www.metlife.com/mybenefits | |
| **MetLife Grief Counseling** | 1.855.609.9989 | https://griefcounseling.harrisrothenberg.net/default.aspx  
**USERNAME:** MetLife  
**PASSWORD:** grief | |
| **Social Security Office** | 1.800.772.1213 | www.ssa.gov | |
| **SEIU Pension Fund** | 1.800.458.1010 | www.seiu.org | |
| **TIAA** – Account Numbers RC405488 and RCP405488  
*Appointment Scheduling* | 1.800.842.2776  
1.800.732.8353 | www.tiaa-cref.org/tcm/duq/ | |
| **UPMC Health Plan**  
**UPMC MyHealth 24/7 Nurse Line** | 1.888.876.2756  
1.866.918.1591 | www.upmchealthplan.com | |
| **VSP Choice** (Vision Service Plan) – Client #30039552 | 1.800.877.7195 | www.vsp.com | |
| **Benefits Office** | 412.396.5106 | www.duq.edu/benefits | |
| **Web Enrollment** | | www.duq.edu/benefits | |
The fair is open to all employees and their spouses. The University’s Benefits Office staff and representatives from the various benefit plans will be available to answer questions about health care, life insurance, flexible spending accounts, retirement planning and much more.

**BENEFITS FAIR**

Wednesday, April 19, 2017 | 10 a.m. to 2 p.m. | Power Center Ballroom