

Benefits Handbook

Health and Insurance Benefits Handbook

The health and insurance benefits plans information in this Benefits Handbook is broken up into sections, including:

- > About this Benefits Handbook;
- > Eligibility and Participation;
- > Health Care Benefits;
- > Spending Accounts (including the Transportation Reimbursement Incentive Program [TRIP]);
- > Disability Coverage;
- > Life & Accident Insurance Benefits;
- > MetLife Legal Plans;
- > Administrative Information;
- > Glossary; and
- > For More Information.

The Benefits Handbook contains the official documents for your Citi health and insurance benefits plans. It describes these benefits available effective January 1, 2021. Visit the *Archives* section for health and insurance benefits available prior to January 1, 2021.

Health Advocate

The Live Well at Citi Program offers you free health care support from Health Advocate. Health Advocate is not affiliated with insurance carriers or health care providers and does not share your information with Citi. You and your entire family can use Health Advocate, regardless of whether or not you are enrolled in a Citi health plan. Health Advocate can help you take control of your health care issues, including resolving insurance claims and billing issues, making appointments with a hard-to-reach specialist, and understanding issues related to prescription drugs, such as comparisons between generic and brand-name medications.

To contact Health Advocate, call **1 (866) 449-9933**.

Puerto Rico

See the English and Spanish versions of the 2021 Annual Enrollment guide for information about changes to the plans for 2021. You will also find the Health and Insurance SPD.[_](#)

Expatriates

If you are on an Expatriate assignment and eligible for the Citi Expatriate Benefits Plan, see the Expatriate Health and Insurance Benefits Enrollment Handbook for information about coverage effective January 1, 2021.

Contents

Benefits Handbook	i
About this Benefits Handbook.....	5
Eligibility and Participation	9
Benefits Overview.....	12
Eligibility.....	13
Other Coverage	18
Enrollment.....	19
Your Contributions.....	22
Benefits Eligible Pay and Your Benefits	23
Partner Benefits.....	25
Changing Your Coverage.....	27
When Coverage Begins.....	34
When Coverage Ends	34
Continuing Coverage.....	39
Coordination of Benefits	46
How to File a Claim	49
Health Care Benefits	53
Medical.....	55
Administrators of the ChoicePlan 500 (CP500) and High Deductible Health Plan (HDHP).....	61
Medical Options at a Glance	61
Preventive Care	67
Routine Cancer Screenings.....	71
Using an Emergency Room.....	73
Urgent Care	73
Genetic Information Nondiscrimination Act of 2008	73
Newborns' and Mothers' Health Protection Act Notice	73
Women's Health and Cancer Rights Act Notice	74
The Mental Health Parity and Addiction Equity Act of 2008	74
Precertification/Notification.....	74
ChoicePlan 500 (CP500).....	81
High Deductible Health Plan (HDHP)	95
Health Savings Accounts (HSAs).....	104
Fully Insured Health Maintenance Organizations (HMOs).....	106
Live Well Chronic Condition Management Programs	110
Centers of Excellence (COEs).....	111
Other Health Management Programs	114
Covered Services and Supplies.....	123
Exclusions and Limitations	145
Additional Medical Plan Information.....	152
Claims and Appeals.....	152
Prescription Drugs	166

Prescription Drug Benefits at a Glance	168
Retail Network Pharmacies with CVS Caremark	170
CVS Caremark Mail Service.....	172
CVS Health Pharmacy Advisor Counseling Program.....	174
Dispense as Written (DAW) Solutions	175
Step Therapy	175
Compound Medications	176
Prior Authorization with CVS Caremark	176
Opioid Management Program	177
High Deductible Health Plan (HDHP) Information	177
Covered Drugs	177
Other Limits.....	179
Drugs Not Covered	179
Claims and Appeals for CVS Caremark	180
Dental.....	184
Dental Options at a Glance	187
MetLife Preferred Dentist Program (MetLife PDP).....	188
Cigna Dental HMO	193
Claims and Appeals	200
Vision.....	205
Benefits At a Glance	207
In-Network Services	208
In-Network Benefits.....	208
Travel and Student Coverage.....	209
Out-of-Network Benefits	209
Laser Vision Correction.....	210
What Is Not Covered	210
Complaints.....	210
Claims and Appeals	211
Wellness Benefits.....	215
The Live Well at Citi Program.....	216
Citi On-Site Medical Clinics.....	223
Citi On-Site Fitness Centers.....	224
Be Well Program.....	225
Spending Accounts.....	227
How the Spending Accounts Work.....	230
Health Care Spending Account (HCSA).....	234
Limited Purpose Health Care Spending Account (LPSA)	240
Dependent Day Care Spending Account (DCSA).....	244
Transportation Reimbursement Incentive Program (TRIP)	250
Claims and Appeals for the Health Care Spending Account (HCSA)/Limited Purpose Health Care Spending Account (LPSA)	253
Disability Coverage	257
Short-Term Disability (STD).....	258
Long-Term Disability (LTD).....	261

Citi Benefits

Claims and Appeals.....	263
Insurance Benefits	267
Basic Life Insurance.....	269
Group Universal Life (GUL) Insurance	271
Supplemental Accidental Death and Dismemberment (AD&D) Insurance for You and Your Dependents	276
Details About Accidental Death and Dismemberment (AD&D) Insurance	277
Business Travel Accident/Medical (BTA/BTM) Insurance	281
Filing a Claim.....	282
Claims and Appeals.....	282
MetLife Legal Plans	285
Benefits at a Glance.....	287
How the Plan Works.....	288
Administrative Information	299
Your HIPAA Rights	302
Section 1557 of the Affordable Care Act Grievance Procedure	308
Important Notices about Your Citi Prescription Drug Coverage and Medicare	311
ERISA Information	313
Recovery Provisions.....	314
Qualified Medical Child Support Orders (QMCOSOs).....	316
Claims and Appeals.....	317
Future of the Plans and Plan Amendments.....	324
Plan Administration.....	325
Compliance with Law	325
Claims Administrators.....	329
Glossary.....	331
Additional Medical Coverage Definitions	334
For More Information.....	345