



PO Box 9310, Minneapolis, MN 55440-9310

## **Medica DUAL Solution® (HMO D-SNP) Enrollment Form**

### **Medical DUAL Solution Enrollment Telephone Numbers:**

1 (800) 266-2157 (TTY for the hearing impaired at 711) 8 a.m.-8 p.m. CT, 7 days a week. The call is free.

### **Medica DUAL Solution Member Services Telephone Numbers:**

1 (888) 347-3630 (TTY for the hearing impaired at 711) 8 a.m.-9 p.m. CT, 7 days a week. The call is free.

### **Medical and Prescription Drug questions:**

1 (888) 347-3630 (TTY for the hearing impaired at 711) 8 a.m.-9 p.m. CT, 7 days a week. The call is free.

### **Return the completed form, pages 2-7 to Medica DUAL Solution:**

Mail Route CW140  
PO Box 9310  
Minneapolis, MN 55440-9310

**Fax Number:** (952) 992-2682

Medica DUAL Solution is an HMO D-SNP that contracts with both Medicare and the Minnesota Medical Assistance (Medicaid) Program to provide benefits of both programs to enrollees. Enrollment in Medica DUAL Solution depends on contract renewal.

For accessible formats of this publication or assistance with additional equal access to our services, write to [Medica.com/ContactMedicaid](mailto:Medica.com/ContactMedicaid), call 1 (888) 347-3630 (toll free) or use your preferred relay service.

Copies: white/top copy Medica DUAL Solution yellow/bottom copy - Member  
**(PLEASE KEEP YELLOW COPY FOR YOUR RECORDS)**

Member Name: \_\_\_\_\_ MHCP Member Number: \_\_\_\_\_

## Medica DUAL Solution® (HMO D-SNP) Enrollment Request Form

To join Medica DUAL Solution, you must have **Medicare Part A, Medicare Part B** and **Medical Assistance (Medicaid)**, and be age 65 or over **and** live in Medica DUAL Solution's service area.

**Office Use Only:** Date: \_\_\_\_\_

Name of Authorized Sales Rep: \_\_\_\_\_

LIS Copay Level: \_\_\_\_\_

Effective Date of Enrollment: \_\_\_\_\_

LIS Copay Effective Date: \_\_\_\_\_

Election Code: \_\_\_\_\_

Approved By: \_\_\_\_\_

### Section 1. Tell us about yourself:

1	Name: (first, middle, last)			
2	Date of birth: ( __ / __ / ____ ) MM / DD / YYYY		Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
3	Phone number: ( ____ ) ____ - ____		Another phone number (Optional): ( ____ ) ____ - ____	
4	Address where you live (PO Box is not allowed):			
	City:	State:	ZIP code:	County:
5	Address where you get mail (if different from where you live):			
	City:	State:	ZIP code:	County:
6	Do you live in a long-term care facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill in the information below:			
	Name of the facility:		Phone number: ( ____ ) ____ - ____	

Member Name: \_\_\_\_\_ MHCP Member Number: \_\_\_\_\_

7	<p><b>Do you need an interpreter?</b>   <input type="checkbox"/> Yes   <input type="checkbox"/> No   If yes, check the language below:</p> <p> <input type="checkbox"/> 01 Spanish   <input type="checkbox"/> 02 Hmong   <input type="checkbox"/> 03 Vietnamese   <input type="checkbox"/> 04 Khmer (Cambodian)  <input type="checkbox"/> 05 Lao   <input type="checkbox"/> 06 Russian   <input type="checkbox"/> 07 Somali   <input type="checkbox"/> 08 ASL (American Sign Language)  <input type="checkbox"/> 09 Amharic   <input type="checkbox"/> 10 Arabic   <input type="checkbox"/> 12 Oromo   <input type="checkbox"/> 14 Burmese  <input type="checkbox"/> 15 Cantonese   <input type="checkbox"/> 16 French   <input type="checkbox"/> 20 Korean   <input type="checkbox"/> 21 Karen  <input type="checkbox"/> 98 Other _____ </p>		
8	<table border="1"> <tr> <td data-bbox="170 535 925 659"><b>Authorized Representative:</b></td> <td data-bbox="925 535 1529 659"><b>Authorized Representative phone number:</b> ( ____ ) ____ - ____</td> </tr> </table>	<b>Authorized Representative:</b>	<b>Authorized Representative phone number:</b> ( ____ ) ____ - ____
<b>Authorized Representative:</b>	<b>Authorized Representative phone number:</b> ( ____ ) ____ - ____		

## Section 2. Tell us more about yourself:

**You are not required to answer questions or give any information in this section. It's your choice to share this information with us.** We can't deny you coverage if you don't answer them.

9	<p><b>Do you want us to send you information in a language other than English?</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   If yes, write language: _____.</p>
10	<p><b>Do you want us to send you information in an accessible format?</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   If yes, check correct format below:</p> <p> <input type="checkbox"/> Braille   <input type="checkbox"/> Large print   <input type="checkbox"/> Audio </p> <p>Please contact Medica DUAL Solution at 1 (888) 347-3630 if you need information in an accessible format other than what's listed above. Our office hours are 8 a.m.-9 p.m. CT, 7 days a week. TTY users can call 711.</p>
11	<p><b>Are you Hispanic, Latino/a, or Spanish origin? Select all that apply.</b></p> <p> <input type="checkbox"/> No, not of Hispanic, Latino/a, or Spanish origin   <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano/a  <input type="checkbox"/> Yes, Puerto Rican   <input type="checkbox"/> Yes, Cuban  <input type="checkbox"/> Yes, another Hispanic, Latino/a or Spanish origin  <input type="checkbox"/> I choose not to answer </p>
12	<p><b>What's your race? Select all that apply.</b></p> <p> <input type="checkbox"/> American Indian or Native Alaskan   <input type="checkbox"/> Asian Indian   <input type="checkbox"/> Black or African American  <input type="checkbox"/> Chinese   <input type="checkbox"/> Filipino   <input type="checkbox"/> Guamanian or Chamorro  <input type="checkbox"/> Japanese   <input type="checkbox"/> Korean   <input type="checkbox"/> Native Hawaiian  <input type="checkbox"/> Other Asian   <input type="checkbox"/> Other Pacific Islander   <input type="checkbox"/> Samoan  <input type="checkbox"/> Vietnamese   <input type="checkbox"/> White  <input type="checkbox"/> I choose not to answer </p>

Member Name: \_\_\_\_\_ MHCP Member Number: \_\_\_\_\_

## Section 2 cont.

13	<b>Do you want to get information by email?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, provide your email address below: Email: _____	
14	<b>Do you work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Does your spouse or domestic partner work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does not apply
15	<b>Name of the primary care clinic/care system you are choosing:</b>	<b>Primary care clinic/care system provider ID number found in the <i>Provider and Pharmacy Directory</i>:</b>

## Section 3. Tell us about your Medicare and Medical Assistance (Medicaid) coverage:

Fill in your Medicare and Minnesota Health Care Program (MHCP) information below. You can find Medicare information on your red, white, and blue Medicare card or in a letter from Social Security or the Railroad Retirement Board. Also, please put your Minnesota Health Care Program (MHCP) Member Number as it appears on the front of your card. This is also known as your Medical Assistance Member Number.

16	<b>Medicare Number:</b> _____	<b>MHCP Member Number:</b> _____
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## Section 4. Tell us about your health coverage including your prescription drug coverage:

Some people have other health insurance or drug coverage through private insurance, TRICARE, Employers, Unions, Veterans Affairs, or the State Pharmaceutical Assistance Programs.

17	<b>Do you have other health coverage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill in the information below:	
18	<b>Name of your plan (and employer, if applicable):</b>	<b>Group Number:</b>
		<b>ID Number:</b>

If you have health coverage from an employer or union right now, you or your dependents could lose that coverage when you join Medica DUAL Solution. Your employer or union can give you more information about your coverage. If you have questions, talk with the person in your office who takes care of benefits.

Member Name: \_\_\_\_\_ MHCP Member Number: \_\_\_\_\_

## Section 5. Tell us about your enrollment eligibility.

Please read the following statements carefully and check the box if the statement applies to you. **Check all that apply.** By checking any of the following boxes you are certifying that, to the best of your knowledge, you are eligible for an Enrollment Period. If we later determine that this information is incorrect, you may be disenrolled.

- ☐ I am applying during the Medicare Advantage plan annual enrollment period from October 15 through December 7 and want my enrollment effective January 1.
- ☐ I am new to Medicare.
- ☐ I have both Medicare and Medical Assistance (Medicaid) (or my state helps pay for my Medicare premiums) or I get Extra Help paying for my Medicare prescription drug coverage, but I haven't had a change.
- ☐ I recently had a change in my Medical Assistance (Medicaid) (newly got Medicaid or had a change in level of Medicaid assistance) on \_\_ / \_\_ / \_\_ (date).
- ☐ I recently had a change in my Extra Help paying for Medicare prescription drug coverage (newly got Extra Help, had a change in the level of Extra Help, or lost Extra Help) on \_\_ / \_\_ / \_\_ (date).
- ☐ I am moving into, live in, or recently moved out of a long-term care facility (for example, a nursing home). I moved or will move into or out of the facility on \_\_ / \_\_ / \_\_ (date).
- ☐ I recently moved outside of the service area for my current plan, or I recently moved and this plan is a new option for me. I moved on \_\_ / \_\_ / \_\_ (date).
- ☐ I am leaving employer or union coverage on \_\_ / \_\_ / \_\_ (date).
- ☐ I am enrolled in a Medicare Advantage plan and want to make a change during the Medicare Advantage Open Enrollment Period (MA OEP).
- ☐ I recently involuntarily lost my creditable prescription drug coverage (coverage as good as Medicare's). I lost my drug coverage on \_\_ / \_\_ / \_\_ (date).
- ☐ My plan is ending its contract with Medicare, or Medicare is ending its contract with my plan.
- ☐ I was enrolled in a plan by Medicare (or my state), and I want to choose a different plan. My enrollment in that plan started on \_\_ / \_\_ / \_\_ (date).
- ☐ I recently was released from incarceration. I was released on \_\_ / \_\_ / \_\_ (date).
- ☐ I recently returned to the United States after living permanently outside of the U.S. I returned to the U.S. on \_\_ / \_\_ / \_\_ (date).
- ☐ I recently obtained lawful presence status in the United States. I got this status on \_\_ / \_\_ / \_\_ (date).
- ☐ I was affected by a weather-related emergency or major disaster as declared by the Federal Emergency Management Agency (FEMA). One of the other statements here applied to me, but I was unable to make my enrollment because of the natural disaster.

If none of these statements apply to you or you're not sure, please contact Medica DUAL Solution at **1 (888) 347-3630** (TTY users should call 711) to find out if you're eligible to enroll. We are open 8 a.m.-9 p.m. CT, 7 days a week.

Member Name: \_\_\_\_\_ MHCP Member Number: \_\_\_\_\_

**Please read the information on page 7 and sign below.**

When you sign this form, it means that you understand the information you read.

\_\_\_\_\_  
Name of Applicant (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

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

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Relationship to Enrollee

\_\_\_\_\_  
Address (Print)

\_\_\_\_\_  
Telephone Number

When the form is completed, mail or fax pages 2-7 to Medica DUAL Solution.  
Our address and fax number are on page 1.

## Information and Acknowledgement Statements

<ul style="list-style-type: none"> <li>▪ My response to this form is voluntary. I understand that my enrollment in Medica DUAL Solution may be affected if I don't respond.</li> <li>▪ I must keep Medicare Part A and Part B and Medical Assistance (Medicaid) to stay in Medica DUAL Solution.</li> <li>▪ By joining Medica DUAL Solution, I acknowledge that the plan will share my information with Medicare, who may use it to track my enrollment, to make payments, and for other purposes allowed by federal law that authorize collection of this information (see Privacy Act Statement below).</li> <li>▪ On the date Medica DUAL Solution coverage begins, I must get my Medical and prescription drug benefits from Medica DUAL Solution.</li> <li>▪ Benefits and services Medica DUAL Solution provides and contained in my <i>Member Handbook</i> are covered. Neither Medicare nor Medica DUAL Solution will pay for benefits or services that are not covered.</li> <li>▪ I understand that Medica DUAL Solution doesn't usually cover people while they're out of the country except under limited circumstances.</li> <li>▪ If I am now getting Elderly Waiver services through the county, I am aware that my case manager may be replaced by a different county case manager or a health plan care coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If I move, I need to tell my County Worker.</li> <li>▪ I can choose to leave Medica DUAL Solution at certain times of the year. I understand that I will be enrolled in Medica DUAL Solution through the last day of the month. I understand that I will be automatically enrolled in the Minnesota Senior Care Plus (MSC+) plan, which will cover my Medical Assistance (Medicaid) benefits. If I ask in writing, I will be enrolled in my previous MSC+ plan.</li> <li>▪ If I get a medical spenddown while enrolled in Medica DUAL Solution and do not pay it to the State, I will be disenrolled from Medica DUAL Solution.</li> <li>▪ The information on this enrollment form is correct to the best of my knowledge. I understand that I will be disenrolled from Medica DUAL Solution if I intentionally give false information on this form.</li> <li>▪ My signature (or my authorized representative's signature) on this form means that I've read and understood this form. If an authorized representative signs, the person's signature means that they are authorized under State law to complete this enrollment, and documentation of this authority is available upon request from Medicare and/or Medical Assistance (Medicaid).</li> </ul>
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### PRIVACY ACT STATEMENT

The Centers for Medicare & Medicaid Services (CMS) collects information from Medicare plans to track beneficiary enrollment in Medicare Advantage (MA) Plans, improve care, and for the payment of Medicare benefits. Sections 1851 and 1860D-1 of the Social Security Act and 42 CFR §§ 422.50 and 422.60 authorize the collection of this information. CMS may use, disclose, and exchange enrollment data from Medicare beneficiaries as specified in the System of Records Notice (SORN) "Medicare Advantage Prescription Drug (MARx)", System No. 09-70-0588. Your response to this form is voluntary. However, failure to respond may affect enrollment in the plan.

MULTI-LANGUAGE INSERT

## Multi-Language Interpreter Services

**English:** We have free interpreter services to answer any questions you may have about our health or drug plan. To get an interpreter, just call us at **1 (866) 745-9919**. Someone who speaks English/Language can help you. This is a free service.

**Spanish:** Tenemos servicios de intérprete sin costo alguno para responder cualquier pregunta que pueda tener sobre nuestro plan de salud o medicamentos. Para hablar con un intérprete, por favor llame al **1 (866) 745-9919**. Alguien que hable español le podrá ayudar. Este es un servicio gratuito.

**Chinese Mandarin:** 我們提供免費的翻譯服務，幫助您解答關於健康或藥物保險的任何疑問。如果您需要此翻譯服務，請致電 **1 (866) 745-9919**。我們的中文工作人員很樂意幫助您。這是一項免費服務。

**Chinese Cantonese:** 您對我們的健康或藥物保險可能存有疑問，為此我們提供免費的翻譯服務。如需翻譯服務，請致電 **1 (866) 745-9919**。我們講中文的人員將樂意為您提供幫助。這是一項免費服務。

**Tagalog:** Mayroon kaming libreng serbisyo sa pagsasaling-wika upang masagot ang anumang mga katanungan ninyo hinggil sa aming planong pangkalusugan o panggamot. Upang makakuha ng tagasaling-wika, tawagan lamang kami sa **1 (866) 745-9919**. Maaari kayong tulungan ng isang nakakapagsalita ng Tagalog. Ito ay libreng serbisyo.

**French:** Nous proposons des services gratuits d'interprétation pour répondre à toutes vos questions relatives à notre régime de santé ou d'assurance-médicaments. Pour accéder au service d'interprétation, il vous suffit de nous appeler au **1 (866) 745-9919**. Un interlocuteur parlant Français pourra vous aider. Ce service est gratuit.

**Vietnamese:** Chúng tôi có dịch vụ thông dịch miễn phí để trả lời các câu hỏi về chương sức khỏe và chương trình thuốc men. Nếu quý vị cần thông dịch viên xin gọi **1 (866) 745-9919** sẽ có nhân viên nói tiếng Việt giúp đỡ quý vị. Đây là dịch vụ miễn phí.

**German:** Unser kostenloser Dolmetscherservice beantwortet Ihren Fragen zu unserem Gesundheits- und Arzneimittelplan. Unsere Dolmetscher erreichen Sie unter **1 (866) 745-9919**. Man wird Ihnen dort auf Deutsch weiterhelfen. Dieser Service ist kostenlos.



**Korean:** 당사는 의료 보험 또는 약품 보험에 관한 질문에 답해 드리고자 무료 통역 서비스를 제공하고 있습니다. 통역 서비스를 이용하려면 전화 **1 (866) 745-9919** 번으로 문의해 주십시오. 한국어를 하는 담당자가 도와 드릴 것입니다. 이 서비스는 무료로 운영됩니다.

**Russian:** Если у вас возникнут вопросы относительно страхового или медикаментного плана, вы можете воспользоваться нашими бесплатными услугами переводчиков. Чтобы воспользоваться услугами переводчика, позвоните нам по телефону **1 (866) 745-9919**. Вам окажет помощь сотрудник, который говорит по-русски. Данная услуга бесплатная.

**Arabic:** إننا نقدم خدمات المترجم الفوري المجانية للإجابة على أسئلة تتعلق بالصحة أو جدول الأدوية لدينا. للحصول على مترجم بمساعدتك. هذه خدمة مجانية فوري، ليس عليك سوى الاتصال بنا على **1 (866) 745-9919**. سيقوم شخص ما يتحدث العربية.

**Hindi:** हमारे स्वास्थ्य या दवा की योजना के बारे में आपके किसी भी प्रश्न के जवाब देने के लिए हमारे पास मुफ्त दुभाषिया सेवाएँ उपलब्ध हैं. एक दुभाषिया प्राप्त करने के लिए, बस हमें **1 (866) 745-9919** पर फोन करें. कोई व्यक्ति जो हिन्दी बोलता है आपकी मदद कर सकता है. यह एक मुफ्त सेवा है.

**Italian:** È disponibile un servizio di interpretariato gratuito per rispondere a eventuali domande sul nostro piano sanitario e farmaceutico. Per un interprete, contattare il numero **1 (866) 745-9919**. Un nostro incaricato che parla Italianovi fornirà l'assistenza necessaria. È un servizio gratuito.

**Portuguese:** Dispomos de serviços de interpretação gratuitos para responder a qualquer questão que tenha acerca do nosso plano de saúde ou de medicação. Para obter um intérprete, contacte-nos através do número **1 (866) 745-9919**. Irá encontrar alguém que fale o idioma Português para o ajudar. Este serviço é gratuito.

**French Creole:** Nou genyen sèvis entèprèt gratis pou reponn tout kesyon ou ta genyen konsènan plan medikal oswa dwòg nou an. Pou jwenn yon entèprèt, jis rele nou nan **1 (866) 745-9919**. Yon moun ki pale Kreyòl kapab ede w. Sa a se yon sèvis ki gratis.

**Polish:** Umożliwiamy bezpłatne skorzystanie z usług tłumacza ustnego, który pomoże w uzyskaniu odpowiedzi na temat planu zdrowotnego lub dawkowania leków. Aby skorzystać z pomocy tłumacza znającego język polski, należy zadzwonić pod numer **1 (866) 745-9919**. Ta usługa jest bezpłatna.

**Japanese:** 当社の健康 健康保険と薬品 処方薬プランに関するご質問にお答えするために、無料の通訳サービスがあります。通訳をご用命になるには、**1 (866) 745-9919** にお電話ください。日本語を話す人者が支援いたします。これは無料のサービスです。

## Medica Member Services

1 (888) 347-3630 (toll free) TTY: 711

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

ያስተውሉ፡ ካለምንም ክፍያ ይህንን ዶክመንት የሚተረጎምሎ አስተርጓሚ ከፈለጉ ከላይ ወደተጻፈው የስልክ ቁጥር ይደውሉ።

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

သတိ။ ဤတွဲရက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ အထက်ပါဖုန်းနံပါတ်ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមហៅទូរសព្ទតាមលេខខាងលើ ។

請注意，如果您需要免費協助傳譯這份文件，請撥打上面的電話號碼。

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

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

ဟ်သူဉ်ဟ်သးဘဉ်တက့ၢ်. ဖဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလီၤလၢတၢ်ကကျိးထံဝဲဒၣ်လံာ် တီလံာ်မိတခါအံၤန့ၣ်,ကိးဘဉ် လီၤဝဲစံးနီၢ်ဂံၢ်လၢထးအံၤန့ၣ်တက့ၢ်.

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

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ຟຣີ, ຈົ່ງ ໂທໂປຣໂປຣໂຟຣມາຍເລກຂ້າງເທິງນີ້.

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

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

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

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

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

## Civil Rights Notice

**Discrimination is against the law. Medica** does not discriminate on the basis of any of the following:

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

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

Medica Civil Rights Coordinator  
 P.O. Box 9310, Mail Route CP250, Minneapolis, MN 55443-9310  
 Toll Free: 1 (888) 347-3630  
 TTY: 711  
 Fax: 952-992-3422  
 Email: [civilrightscordinator@medica.com](mailto:civilrightscordinator@medica.com)

**Auxiliary Aids and Services: Medica** provides auxiliary aids and services, like qualified interpreters or information in accessible formats, free of charge and in a timely manner to ensure an equal opportunity to participate in our health care programs. **Contact** Medica at 1 (888) 347-3630 (toll free), TTY: 711 or at [medica.com/contactmedicaid](http://medica.com/contactmedicaid).

**Language Assistance Services: Medica** provides translated documents and spoken language interpreting, free of charge and in a timely manner, when language assistance services are necessary to ensure limited English speakers have meaningful access to our information and services. **Contact** Medica at 1 (888) 347-3630 (toll free), TTY: 711 or at [medica.com/contactmedicaid](http://medica.com/contactmedicaid).

## Civil Rights Complaints

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

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

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

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

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

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

**Minnesota Department of Human Rights (MDHR)**

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

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

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

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

**Minnesota Department of Human Services (DHS)**

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

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

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

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

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

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

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

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

