

# **YOUR BENEFIT PLAN**

**CBIZ, INC.**

## State Notices

**IMPORTANT INFORMATION FOR RESIDENTS OF CERTAIN STATES:** There are state-specific requirements that may change the provisions described in the group insurance certificate. If you live in a state that has such requirements, those requirements will apply to your coverage. State-specific requirements that may apply to your coverage are summarized below. In addition, updated state-specific requirements are published on our website. You may access the website at <https://www.thehartford.com/>. If you are unable to access this website, want to receive a printed copy of these requirements, or have any questions or complaints regarding any of these requirements or any aspect of your coverage, please contact your Employee Benefits Manager; or you may contact us or one of our contracted administrators as follows:

**The insurance carrier for the policy is:**

**The Hartford  
Group Benefits Division,  
Customer Service  
P.O. Box 2999  
Hartford, CT 06104-2999  
1-800-523-2233**

**The Claims Administrator for the policy is:**

**WebTPA  
P.O. Box 99906  
Grapevine, TX 76099  
1-866-547-4205**

If you have a complaint and contacts between you, us, your agent, or another representative have failed to produce a satisfactory solution to the problem, some states require we provide you with additional contact information. If your state requires such disclosure, the contact information is listed below with the other state requirements and notices.

If your policy is governed under the laws of Maryland, any of the benefits, provisions or terms that apply to the state you reside in as shown below will apply only to the extent that such state requirements are more beneficial to you.

### **Alaska:**

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section of the Certificate, is not applicable.
2. The **Spouse** definition will always include domestic partners, civil unions, and any other legal union recognized by state law.

### **Arizona:**

1. **NOTICE:** The Certificate may not provide all benefits and protections provided by law in Arizona. Please read the Certificate carefully.

### **Arkansas:**

1. **For Your Questions and Complaints:**  
Arkansas Insurance Department  
Consumer Services Division  
1200 West Third Street  
Little Rock, AR 72201-1904  
Toll Free: 1(800) 852-5494  
Local: 1(501) 371-2640

### **California:**

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section does not apply to You. The following requirement applies to You:

#### **Eligibility Determination**

We, and not Your Employer or plan administrator, have the responsibility to fairly, thoroughly, objectively and timely investigate, evaluate and determine the Covered Person's eligibility for benefits for any claim the Covered Person or the Covered Person's estate make on the Policy. We will:

- (a) obtain with the Covered Person's cooperation and authorization if required by law, only such information that is necessary to evaluate his/her claim and decide whether to accept or deny his/her claim for benefits. We may obtain this information from the Covered Person's Notice of Claim, submitted proofs of loss, statements, or other materials provided by the Covered Person or others on the Covered Person's

behalf; or, at Our expense. We may obtain necessary information, or have the Covered Person physically examined when and as often as We may reasonably require while the claim is pending. In addition, and at the Covered Person's option and at his/her expense, the Covered Person may provide Us and We will consider any other information, including but not limited to, reports from a Physician or other expert of the Covered Person's choice. The Covered Person should provide Us with all information that he/she want Us to consider regarding his/her claim;

- (b) as a part of Our routine operations, We will apply the terms of the Policy for making decisions, including decisions on eligibility, receipt of benefits and claims, or explaining policies, procedures and processes;
- (c) if We approve the Covered Person's claim, We will review Our decision to approve his/her claim for benefits as often as is reasonably necessary to determine his/her continued eligibility for benefits;
- (d) if We deny the Covered Person's claim, We will explain in writing to the Covered Person the basis for an adverse determination in accordance with the Policy as described in the provision entitled Claim Denial.

In the event We deny the Covered Person's claim for benefits, in whole or in part, he/she can appeal the decision to Us. If the Covered Person chooses to appeal Our decision, the process he/she must follow is set forth in the Policy provision entitled **Claim Appeal**. If the Covered Person does not appeal the decision to Us, then the decision will be Our final decision.

2. **For Your Questions and Complaints:**

State of California Insurance Department  
Consumer Communications Bureau  
300 South Spring Street, South Tower  
Los Angeles, CA 90013  
Toll Free: 1(800) 927-HELP  
TDD Number: 1(800) 482-4833  
Web Address: [www.insurance.ca.gov](http://www.insurance.ca.gov)

**Colorado:**

- 1. Reference to fraud in the **Statements** provision, located in the **General Provisions** section, is not applicable.
- 2. The **Spouse** definition also includes any individual who is a partner to a civil union, a registered domestic partnership, or other relationship allowed by state law.

**Florida:**

- 1. **NOTICE:** The benefits of the Policy providing your coverage are governed primarily by the laws of a state other than Florida; unless the Policy issue state is Florida. Please contact Your Employer with any questions. The preceding does not apply if the policy was issued in the state of Florida.

**Idaho:**

1. **Questions and Complaints:**

Idaho Department of Insurance  
Consumer Affairs  
700 W. State Street, 3<sup>rd</sup> Floor  
PO Box 83720  
Boise, ID 83720-0043  
Toll Free: 1(800) 721-3272  
Web Address: [www.DOI.Idaho.gov](http://www.DOI.Idaho.gov)

**Illinois:**

- 1. The **Policy Interpretation** provision, if shown in the **General Provisions** section, is not applicable.
- 2. **For Your Questions and Complaints**  
Illinois Department of Insurance  
Consumer Services Station  
Springfield, IL 62767  
Consumer Assistance: 1(866) 445-5364  
Officer of Consumer Health Insurance: 1(877) 527-9431
- 3. In accordance with Illinois law, insurers are required to provide the following **NOTICE** to applicants of insurance policies issued in Illinois.

**STATE OF ILLINOIS**  
**The Religious Freedom Protection and Civil Union Act**  
**Effective June 1, 2011**

The Religious Freedom Protection and Civil Union Act ("the Act") creates a legal relationship between two persons of the same or opposite sex who form a civil union. The Act provides that the parties to a civil union are entitled to the same legal obligations, responsibilities, protections and benefits that are afforded or recognized by the laws of Illinois to spouses. The law further provides that a party to a civil union shall be included in any definition or use of the terms "spouse," "family," "immediate family," "dependent," "next of kin," and other terms descriptive of spousal relationships as those terms are used throughout Illinois law. This includes the terms "marriage" or "married," or variations thereon. Insurance policies are required to provide identical benefits and protections to both civil unions and marriages. If policies of insurance provide coverage for children, the children of civil unions must also be provided coverage. The Act also requires recognition of civil unions or same sex civil unions or marriages legally entered into in other jurisdictions.

For more information regarding the Act, refer to 750 ILCS 75/1 *et seq.* Examples of the interaction between the Act and existing law can be found in the Illinois Insurance Facts, Civil Unions and Insurance.

#### Indiana:

1. **For Your Questions and Complaints:**

**Public Information/Market Conduct**

**Indiana Department of Insurance**

311 W. Washington St. Suite 300

Indianapolis, IN 46204-2787

1(317) 232-2395

2. The term CONTRACT is replaced with CERTIFICATE in Medicare Supplement **NOTICE** found on the first page of the Certificate.

#### Kansas:

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section, does not apply to you. The following requirement applies to you:

**Policy Interpretation:** Pursuant to the Employee Retirement Income Security Act of 1974, as amended (ERISA), Your Employer has delegated to Us the fiduciary responsibility to determine eligibility for benefits and to construe and interpret all terms and provisions of The Policy. Therefore, We are fiduciary for The Policy and We have the continuing duty to act prudently and in the interest of You, Your beneficiaries and the other plan participants. If You have a claim for benefits which is denied or ignored, in whole or in part, then You may file suit in state or federal court for a review of Your eligibility or entitlement to benefits under The Policy. This provision only applies where the interpretation of The Policy is governed by ERISA.

#### Louisiana:

1. The **Reinstatement after Military Service** provision, if not shown in the **Continuation Provisions** section, applies to you:

**Reinstatement after Military Service:** If:

- (a) Your coverage terminates because You enter active military service; and
- (b) You are rehired within 12 months of the date You return from active military service

then coverage for You may be reinstated, provided You request such reinstatement within 30 days of the date You return to work.

The reinstated coverage will:

- (a) be the same coverage amounts in force on the date coverage terminated; and
- (b) not be subject to any Waiting Period for Coverage; and
- (c) be subject to all the terms and provisions of the Policy.

#### Maine:

1. **NOTICE:** The laws of the State of Maine require notification of the right to designate a third party to receive notice of cancellation, to change such a designation and, to have the Policy reinstated if the insured suffers from cognitive impairment or functional incapacity and the ground for cancellation was the insured's nonpayment of premium or other lapse or default on the part of the insured.

Within 10 days after a request by an insured, a Third Party Notice Request Form shall be mailed or personally delivered to the insured.

**Maryland:**

1. **NOTICE:** The group insurance Policy providing coverage under the Certificate may have been issued in a jurisdiction other than Maryland and may not provide all of the benefits required by Maryland law.

**Michigan:**

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section, is not applicable.

**Minnesota:**

1. **Notice of Claim**, as shown in the **Claim Provisions** section, should be sent to:  
WebTPA, Inc.  
P.O. Box 99906  
Grapevine, TX 76099.
2. Payment of claim will occur immediately after Our receipt of due written Proof of Loss, regardless of what is stated in the **Time of Payment of Claims**, located in the **Claim Provisions** section of the certificate.

**Missouri:**

1. The term CONTRACT is replaced with CERTIFICATE in the Medicare Supplement **NOTICE** found on the first page of the Certificate.

**New Hampshire:**

1. Reference to fraud in the **Statements** provision located in the **General Provisions** section, is not applicable.
2. If it is not reasonably possible to give proof during the time period referenced in the **Proof of Loss** provision, located in the **Claim Provisions** section, then proof must be provided as soon as reasonably possible.
3. Coverage terminates at age 26 for Dependent Child(ren) who are not handicapped or disabled.
4. The time period stated for legal action to start in the **Legal Actions** provision shown in the **General Provisions** section can not be less than 3 years after the time **Proof of Loss** is required to be given.

**New Mexico:**

1. Coverage terminates at age 26 for Dependent Child(ren) who are not handicapped or disabled.

**New York:**

1. **NOTICE:** THIS IS ACCIDENT-ONLY INSURANCE. IT DOES NOT PROVIDE COVERAGE FOR SICKNESS. THIS IS A SUPPLEMENT TO HEALTH INSURANCE AND IS NOT A SUBSTITUTE FOR MAJOR MEDICAL COVERAGE. LACK OF MAJOR MEDICAL COVERAGE (OR OTHER MINIMUM ESSENTIAL COVERAGE) MAY RESULT IN AN ADDITIONAL PAYMENT WITH YOUR TAXES.

**North Carolina:**

1. **Notice of Claim**, as shown in the **Claim Provisions** section, should be sent to:  
WebTPA, Inc.  
P.O. Box 99906  
Grapevine, TX 76099.
2. Payment of claim will occur immediately after Our receipt of due written Proof of Loss, regardless of what is stated in the **Time of Payment of Claims**, located in the **Claim Provisions** section of the certificate.
3. **Proof of Loss**, as shown in the **Claim Provisions** section, must be provided within 180 days from the date of loss.
4. Reference to fraud in **Time Limit on Certain Defenses** provision, located in the **General Provisions** section, is not applicable.

**Oregon:**

1. We cannot require that You prove that Your child was born in wedlock, living with You, or claimed as a dependent on Your or Your Spouse's tax return in order for Your child be eligible for Dependent coverage, as shown in the **Definitions** section.
2. The **Spouse** definition will always include domestic partners, civil unions, and any other arrangement allowable by state law.

**Rhode Island:**

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section, is not applicable.

2. The following continuation requirement applies to you:

**Family Military Leave of Absence:** If Your spouse or child enters active full-time military service outside of the continental United States, Hawaii, Puerto Rico or Alaska, and You:

- a) have been employed with the same employer for at least two years; and
- b) have completed 1,250 hours of service during a 12 month period immediately prior to the date Military Leave of Absence would begin; and
- c) have exhausted all the other time made available to You by Your Employer except sick time and short term disability;

then Your coverage may be continued for up to 30 days. If the leave ends prior to the agreed upon date, this continuation will cease immediately.

To elect a Family Military Leave of Absence, You must notify Your Employer at least 14 days prior to the date the leave would begin if the leave would consist of five or more consecutive work days. For a leave of less than five days, the Employee should give notice as soon as reasonable possible.

**South Dakota:**

1. The definition of **Physician** will include a Family Member if such person is the only doctor in the area acting within the scope of practice.

**Texas:**

1. The **Policy Interpretation** provision, if shown in the **General Provisions** section of the Certificate, is not applicable.

2. **IMPORTANT NOTICE**

To obtain information or make a complaint:

You may call The Hartford's toll-free telephone number for information or to make a complaint at:

1-800-523-2233

You may also write to The Hartford at:

P.O. Box 2999  
Hartford, CT 06104-2999

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights, or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance:

P.O. Box 149104  
Austin, TX 78714-9104  
Fax: (512) 490-1007

Web: [www.tdi.texas.gov](http://www.tdi.texas.gov)

E-mail: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

**PREMIUM OR CLAIM DISPUTES:**

Should you have a dispute concerning your premium or about a claim, you should contact the agent or the company first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

**AVISO IMPORTANTE**

Para obtener información o para presentar una queja:

Usted puede llamar al número de teléfono gratuito de The Hartford's para obtener información o para presentar una queja al:

1-800-523-2233

Usted también puede escribir a The Hartford:

P.O. Box 2999  
Hartford, CT 06104-2999

Usted puede comunicarse con el Departamento de Seguros de Texas para obtener información sobre compañías, coberturas, derechos, o quejas al:

1-800-252-3439

Usted puede escribir al Departamento de Seguros de Texas a:

P.O. Box 149104  
Austin, TX 78714-9104  
Fax: (512) 490-1007

Web: [www.tdi.texas.gov](http://www.tdi.texas.gov)

E-mail: [ConsumerProtection@tdi.texas.gov](mailto:ConsumerProtection@tdi.texas.gov)

**DISPUTAS POR PRIMAS DE SEGUROS O RECLAMACIONES:**

Si tiene una disputa relacionada con su prima de seguro o con una reclamación, usted debe comunicarse con el agente o la compañía primero. Si la disputa no es resuelta, usted puede comunicarse con el Departamento de Seguros de Texas.

**ATTACH THIS NOTICE TO YOUR POLICY:**

This notice is for information only and does not become a part or condition of the attached document.

**ADJUNTE ESTE AVISO A SU PÓLIZA:**

Este aviso es solamente para propósitos informativos y no se convierte en parte o en condición del documento adjunto.

**Virginia:****1. For Your Questions and Complaints:**

Life and Health Division  
Bureau of Insurance  
P.O. Box 1157  
Richmond, VA 23209  
1(804) 371-9741 (inside Virginia)  
1(800) 552-7945 (outside Virginia)

**Washington:**

1. **Accident Benefits** and **Accidental Death and Dismemberment Benefits** or covered expenses incurred because of an accidental injury shall be paid if the covered death occurs, or the covered services are incurred, within one year of the accident.

**Wisconsin:****1. For Your Questions and Complaints:**

To request a Complaint Form:  
Office of the Commissioner of Insurance  
Complaints Department  
P.O. Box 7873  
Madison, WI 53707-7873  
1(800) 236-8517 (outside of Madison)  
1(608) 266-0103 (in Madison)

**HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY**

One Hartford Plaza  
Hartford, Connecticut 06155  
(A stock insurance company)



Will pay benefits according to  
the conditions of the  
Policy.

The Hartford® is The Hartford Financial Services Group, Inc. and its  
subsidiaries.

Policyholder: CBIZ, Inc.  
Employer: CBIZ, Inc.  
Policy Number: 674885  
Policy Issue State: Ohio

**READ THIS CERTIFICATE CAREFULLY.**

Hartford Life and Accident Insurance Company has issued and delivered a group insurance policy to the Policyholder shown  
above. This Certificate describes Accident insurance provided to Covered Persons under the Policy issued to the  
Policyholder.

Signed for Hartford Life and Accident Insurance Company at Hartford, Connecticut.

A handwritten signature in dark ink, appearing to read "Lisa Levin".

**Lisa Levin, Secretary**

A handwritten signature in dark ink, appearing to read "Michael Concannon".

**Michael Concannon, President**

**Notice to Buyer: The Policy provides Accident-only coverage and it does not pay benefits for loss from sickness.  
Review Your Certificate carefully.**

**The Policy provides limited benefits. Benefits provided are supplemental and are not intended to cover all  
medical expenses.**

**This Policy may provide payment of several benefits as a result of claims from a single Accident. Payment of  
one benefit for an Accident under this Policy does not constitute acceptance of liability for all claims made under  
the Policy nor does it prohibit Us from further investigation into the cause of or existence of an Accident for  
subsequent claims.**

**THIS IS NOT A MEDICARE SUPPLEMENT CONTRACT. If You are eligible for Medicare, review  
the Guide to Health Insurance for People With Medicare available from the Company.**

**GROUP ACCIDENT INSURANCE CERTIFICATE  
Non-Participating**

*A note on capitalization in this certificate:*

Capitalization of a term, not normally capitalized according to the rules of standard punctuation, indicates a word or  
phrase that is a defined term in the Policy or refers to a specific provision contained herein.



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## **BENEFIT SCHEDULE**

**Effective Date of Coverage:** January 1, 2018

**Eligible Classes for Coverage:** All Full-Time Active Employees who are working for CBIZ, Inc. or associated companies, including Full-time Active Employees in MHM P.C. and associated LLC companies scheduled to work at least 25 hours per week for 9 or more months in a 12 month period and who are citizens or legal residents of the United States of America, its territories and protectorates; excluding temporary, leased or seasonal employees.

**Waiting Period:**

- 1) None – if You are Actively at Work for the Employer on the Policy Effective Date; or
- 2) 1 month – if You start working for the Employer after the Policy Effective Date.

The time period(s) referenced above is continuous.

**Plan Type:** Voluntary Accident

**Accident Type:** Off the Job Coverage

**Policy Age Limit:** 80

## VOLUNTARY ACCIDENT BENEFITS

Description of Benefit		Benefit Amount
Accident Follow-Up Benefit	Primary Insured	\$75
	Spouse	\$75
	Dependent Child(ren)	\$75
Acupuncture Benefit	Primary Insured	\$25
	Spouse	\$25
	Dependent Child(ren)	\$25
Ambulance (Air) Benefit	Primary Insured	\$900
	Spouse	\$900
	Dependent Child(ren)	\$900
Ambulance (Ground) Benefit	Primary Insured	\$300
	Spouse	\$300
	Dependent Child(ren)	\$300
Blood/Plasma/Platelet Benefit	Primary Insured	\$200
	Spouse	\$200
	Dependent Child(ren)	\$200
Child Care Benefit	Primary Insured	\$25 per day
	Spouse	\$25 per day
	Dependent Child(ren)	\$25 per day
Chiropractic Care Benefit	Primary Insured	\$25
	Spouse	\$25
	Dependent Child(ren)	\$25
Daily Hospital Confinement Benefit	Primary Insured	\$200 per day
	Spouse	\$200 per day
	Dependent Child(ren)	\$200 per day
<ul style="list-style-type: none"> <li>Lifetime Maximum</li> </ul>	Primary Insured	365 days
	Spouse	365 days
	Dependent Child(ren)	365 days
Daily ICU Confinement Benefit	Primary Insured	\$400 per day
	Spouse	\$400 per day
	Dependent Child(ren)	\$400 per

Description of Benefit		Benefit Amount
		day
Diagnostic Exam Benefit	Primary Insured	\$200
	Spouse	\$200
	Dependent Child(ren)	\$200
Emergency Dental Benefit (extraction)	Primary Insured	\$100
	Spouse	\$100
	Dependent Child(ren)	\$100
Emergency Dental Benefit (crown)	Primary Insured	\$300
	Spouse	\$300
	Dependent Child(ren)	\$300
Emergency Room Benefit	Primary Insured	\$150
	Spouse	\$150
	Dependent Child(ren)	\$150
Hospital Admission Benefit	Primary Insured	\$1,000
	Spouse	\$1,000
	Dependent Child(ren)	\$1,000
Initial Physician Visit Benefit	Primary Insured	\$75
	Spouse	\$75
	Dependent Child(ren)	\$75
Lodging Benefit	Primary Insured	\$125 per day
	Spouse	\$125 per day
	Dependent Child(ren)	\$125 per day
Medical Appliance Benefit	Primary Insured	\$100
	Spouse	\$100
	Dependent Child(ren)	\$100
Physical Therapy Benefit	Primary Insured	\$25 per day
	Spouse	\$25 per day
	Dependent Child(ren)	\$25 per day
Rehabilitation Facility Benefit	Primary Insured	\$100 per day
	Spouse	\$100 per day
	Dependent Child(ren)	\$100 per day
Transportation Benefit	Primary Insured	\$300/trip
	Spouse	\$300/trip

Description of Benefit		Benefit Amount
Urgent Care Benefit	Dependent Child(ren)	\$300/trip
	Primary Insured	\$75
	Spouse	\$75
X-Ray Benefit	Dependent Child(ren)	\$75
	Primary Insured	\$50
	Spouse	\$50
Dislocations Benefit (open)	Dependent Child(ren)	\$50
	Primary Insured	\$4,000
	Spouse	\$4,000
• Hip	Dependent Child(ren)	\$4,000
	Primary Insured	\$1,800
	Spouse	\$1,800
• Knee (except patella)	Dependent Child(ren)	\$1,800
	Primary Insured	\$1,000
	Spouse	\$1,000
• Ankle – bone/bones of the foot (other than toes)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Collarbone (sternoclavicular)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Lower jaw	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Shoulder (glenohumeral)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Elbow	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Wrist	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Bone/bones of the hand (other than fingers)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000

Description of Benefit		Benefit Amount
<ul style="list-style-type: none"> <li>Collarbone (acromioclavicular and separation)</li> <li>One toe or finger</li> </ul>	Dependent Child(ren)	\$1,000
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$200
	Spouse	\$200
Dislocations Benefit (closed) <ul style="list-style-type: none"> <li>Hip</li> <li>Knee (except patella)</li> <li>Ankle – bone/bones of the foot (other than toes)</li> <li>Collarbone (sternoclavicular)</li> <li>Lower jaw</li> <li>Shoulder (glenohumeral)</li> <li>Elbow</li> <li>Wrist</li> <li>Bone/bones of the hand (other than fingers)</li> </ul>	Dependent Child(ren)	\$200
	Primary Insured	\$2,000
	Spouse	\$2,000
	Dependent Child(ren)	\$2,000
	Primary Insured	\$900
	Spouse	\$900
	Dependent Child(ren)	\$900
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500

Description of Benefit		Benefit Amount
<ul style="list-style-type: none"> <li>Collarbone (acromioclavicular and separation)</li> <li>One toe or finger</li> </ul>	Dependent Child(ren)	\$500
	Primary Insured	\$250
	Spouse	\$250
	Dependent Child(ren)	\$250
	Primary Insured	\$100
	Spouse	\$100
	Dependent Child(ren)	\$100
	Primary Insured	25% of the Dislocations Benefit (closed)
	Spouse	25% of the Dislocations Benefit (closed)
	Dependent Child(ren)	25% of the Dislocations Benefit (closed)
Dislocations Benefit (incomplete)		
Fractures Benefit (open reduction)		
<ul style="list-style-type: none"> <li>Skull (except bones of face or nose) <ul style="list-style-type: none"> <li>Depressed skull fracture</li> <li>Simple non- depressed skull fracture</li> </ul> </li> <li>Hip, thigh (femur)</li> <li>Vertebrae, body of (excluding vertebral processes)</li> <li>Pelvis (includes ilium, ischium, pubis, acetabulum, and cetabulum except coccyx)</li> </ul>	Primary Insured	\$6,000
	Spouse	\$6,000
	Dependent Child(ren)	\$6,000
	Primary Insured	\$1,500
	Spouse	\$1,500
	Dependent Child(ren)	\$1,500
	Primary Insured	\$4,000
	Spouse	\$4,000
	Dependent Child(ren)	\$4,000
	Primary Insured	\$1,200
	Spouse	\$1,200
	Dependent Child(ren)	\$1,200
	Primary Insured	\$1,500
	Spouse	\$1,500

Description of Benefit		Benefit Amount
• Leg (tibia and/or fibula)	Dependent Child(ren)	\$1,500
	Primary Insured	\$1,200
	Spouse	\$1,200
• Bones of face or nose (except mandible or maxilla)	Dependent Child(ren)	\$1,200
	Primary Insured	\$600
	Spouse	\$600
• Upper jaw, maxilla (except alveolar process)	Dependent Child(ren)	\$600
	Primary Insured	\$1,000
	Spouse	\$1,000
• Upper arm between elbow and shoulder (humerus)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Lower jaw, mandible (except alveolar process)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Shoulder blade (scapula) and/or collarbone (clavicle, sternum)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Vertebral processes	Dependent Child(ren)	\$1,000
	Primary Insured	\$400
	Spouse	\$400
• Forearm (radius and/or ulna), hand, and/or wrist (except fingers)	Dependent Child(ren)	\$400
	Primary Insured	\$1,000
	Spouse	\$1,000
• Kneecap (patella)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
• Foot (except toes)	Dependent Child(ren)	\$1,000
	Primary Insured	\$1,000
	Spouse	\$1,000
	Dependent Child(ren)	\$1,000



Description of Benefit		Benefit Amount
<ul style="list-style-type: none"> <li>Ankle</li> <li>Rib</li> <li>Coccyx</li> <li>Finger, toe</li> </ul>	Primary Insured	\$1,000
	Spouse	\$1,000
	Dependent Child(ren)	\$1,000
	Primary Insured	\$400
	Spouse	\$400
	Dependent Child(ren)	\$400
	Primary Insured	\$400
	Spouse	\$400
	Dependent Child(ren)	\$400
	Primary Insured	\$200
	Spouse	\$200
	Dependent Child(ren)	\$200
Fractures Benefit (closed reduction)		
<ul style="list-style-type: none"> <li>Skull (except bones of face or nose) <ul style="list-style-type: none"> <li>Depressed skull fracture</li> <li>Simple non- depressed skull fracture</li> </ul> </li> <li>Hip, thigh (femur)</li> <li>Vertebrae, body of (excluding vertebral processes)</li> <li>Pelvis (includes ilium, ischium, pubis, acetabulum, and cetabulum except coccyx)</li> <li>Leg (tibia and/or fibula)</li> </ul>	Primary Insured	\$3,000
	Spouse	\$3,000
	Dependent Child(ren)	\$3,000
	Primary Insured	\$750
	Spouse	\$750
	Dependent Child(ren)	\$750
	Primary Insured	\$2,000
	Spouse	\$2,000
	Dependent Child(ren)	\$2,000
	Primary Insured	\$600
	Spouse	\$600
	Dependent Child(ren)	\$600
	Primary Insured	\$750
	Spouse	\$750
	Dependent Child(ren)	\$750
	Primary Insured	\$600
	Spouse	\$600
	Dependent Child(ren)	\$600

Description of Benefit		Benefit Amount
• Bones of face or nose (except mandible or maxilla)	Primary Insured	\$300
	Spouse	\$300
	Dependent Child(ren)	\$300
• Upper jaw, maxilla (except alveolar process)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Upper arm between elbow and shoulder (humerus)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Lower jaw, mandible (except alveolar process)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Shoulder blade (scapula) and/or collarbone (clavicle, sternum)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Vertebral processes	Primary Insured	\$200
	Spouse	\$200
	Dependent Child(ren)	\$200
• Forearm (radius and/or ulna), hand, and/or wrist (except fingers)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Kneecap (patella)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Foot (except toes)	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Ankle	Primary Insured	\$500
	Spouse	\$500
	Dependent Child(ren)	\$500
• Rib	Primary Insured	\$200

Description of Benefit		Benefit Amount
<ul style="list-style-type: none"> <li>Coccyx</li> <li>Finger, toe</li> </ul>	Spouse	\$200
	Dependent Child(ren)	\$200
	Primary Insured	\$200
	Spouse	\$200
	Dependent Child(ren)	\$200
	Primary Insured	\$100
	Spouse	\$100
	Dependent Child(ren)	\$100
	Primary Insured	25% of Fractures Benefit
	Spouse	25% of Fractures Benefit
Chip Fracture	Dependent Child(ren)	25% of Fractures Benefit
	Primary Insured	\$1,500
	Spouse	\$1,500
Abdominal/Thoracic Surgery Benefit	Dependent Child(ren)	\$1,500
	Primary Insured	\$300
	Spouse	\$300
Arthroscopic Surgery Benefit	Dependent Child(ren)	\$300
	Primary Insured	\$10,000
	Spouse	\$10,000
Burn Benefit	Dependent Child(ren)	\$10,000
	Primary Insured	\$1,000
	Spouse	\$1,000
	Dependent Child(ren)	\$1,000
	Primary Insured	\$10,000
	Spouse	\$10,000
Skin Graft Benefit	Dependent Child(ren)	\$10,000
	Primary Insured	25% of applicable burn benefit
	Spouse	25% of applicable burn benefit
	Dependent Child(ren)	25% of applicable burn benefit
	Primary Insured	\$150
	Spouse	\$150
Concussion Benefit		

Description of Benefit		Benefit Amount
Eye Injury Benefit surgical repair	Dependent Child(ren)	\$150
	Primary Insured	\$400
	Spouse	\$400
Eye Injury Benefit removal of foreign object	Dependent Child(ren)	\$400
	Primary Insured	\$200
	Spouse	\$200
Hernia Benefit	Dependent Child(ren)	\$200
	Primary Insured	\$150
	Spouse	\$150
Joint Replacement Benefit	Dependent Child(ren)	\$150
	Primary Insured	\$2,000
	Spouse	\$2,000
Knee Cartilage Benefit (with repair)	Dependent Child(ren)	\$2,000
	Primary Insured	\$750
	Spouse	\$750
Knee Cartilage Benefit (without repair)	Dependent Child(ren)	\$750
	Primary Insured	\$150
	Spouse	\$150
Lacerations Benefit	Dependent Child(ren)	\$150
	Primary Insured	
	Spouse	
<ul style="list-style-type: none"> <li>2" to 6" with sutures</li> </ul>	Primary Insured	\$300
	Spouse	\$300
	Dependent Child(ren)	\$300
<ul style="list-style-type: none"> <li>Greater than 6" with sutures</li> </ul>	Primary Insured	\$600
	Spouse	\$600
	Dependent Child(ren)	\$600
Ruptured Disc Benefit	Primary Insured	\$750
	Spouse	\$750
	Dependent Child(ren)	\$750
Tendon/Ligament/Rotator Cuff Benefit	Primary Insured	
	Spouse	
	Dependent Child(ren)	
<ul style="list-style-type: none"> <li>Single</li> </ul>	Primary Insured	\$800
	Spouse	\$800
	Dependent Child(ren)	\$800
<ul style="list-style-type: none"> <li>Two or more</li> </ul>	Primary Insured	\$1,000
	Spouse	\$1,000

Description of Benefit		Benefit Amount
Accidental Death Benefit	Dependent Child(ren)	\$1,000
	Primary Insured	\$30,000
	Spouse	\$15,000
Accidental Death - Common Carrier Benefit	Dependent Child(ren)	\$7,500
	Primary Insured	\$90,000
	Spouse	\$45,000
Accidental Dismemberment Benefit	Dependent Child(ren)	\$22,500
	Primary Insured	\$30,000
	Spouse	\$30,000
<ul style="list-style-type: none"> <li>Both hands or both feet or sight of both eyes</li> </ul>	Dependent Child(ren)	\$30,000
	Primary Insured	\$30,000
	Spouse	\$30,000
<ul style="list-style-type: none"> <li>One hand and One foot</li> </ul>	Dependent Child(ren)	\$30,000
	Primary Insured	\$30,000
	Spouse	\$30,000
<ul style="list-style-type: none"> <li>Speech and hearing in both ears</li> </ul>	Dependent Child(ren)	\$30,000
	Primary Insured	\$30,000
	Spouse	\$30,000
<ul style="list-style-type: none"> <li>Either hand or foot and sight of one eye</li> </ul>	Dependent Child(ren)	\$30,000
	Primary Insured	\$30,000
	Spouse	\$30,000
<ul style="list-style-type: none"> <li>Either hand or foot</li> </ul>	Dependent Child(ren)	\$30,000
	Primary Insured	\$15,000
	Spouse	\$15,000
<ul style="list-style-type: none"> <li>Sight of one eye</li> </ul>	Dependent Child(ren)	\$15,000
	Primary Insured	\$15,000
	Spouse	\$15,000
<ul style="list-style-type: none"> <li>Speech or hearing in both ears</li> </ul>	Dependent Child(ren)	\$15,000
	Primary Insured	\$15,000
	Spouse	\$15,000
<ul style="list-style-type: none"> <li>Thumb and index finger of either hand</li> </ul>	Dependent Child(ren)	\$15,000
	Primary Insured	\$5,000
	Spouse	\$5,000
Coma Benefit	Dependent Child(ren)	\$5,000
	Primary Insured	\$10,000
	Spouse	\$10,000

Description of Benefit		Benefit Amount
Home Health Care Benefit	Spouse	\$10,000
	Dependent Child(ren)	\$10,000
	Primary Insured	\$50 per day
Paralysis Benefit (Paraplegia)	Spouse	\$50 per day
	Dependent Child(ren)	\$50 per day
	Primary Insured	\$5,000
Paralysis Benefit (Quadriplegia)	Spouse	\$5,000
	Dependent Child(ren)	\$5,000
	Primary Insured	\$10,000
Prosthesis Benefit	Spouse	\$10,000
	Dependent Child(ren)	\$10,000
	Primary Insured	\$750
• Single	Spouse	\$750
	Dependent Child(ren)	\$750
• Two or more	Primary Insured	\$1,500
	Spouse	\$1,500
	Dependent Child(ren)	\$1,500

## DEFINITIONS

**Accident** means a sudden, unforeseeable event that causes an Injury and that:

- (a) occurs while this Certificate is in force;
- (b) occurs while the Covered Person's insurance is effective; and
- (c) is not subject to any exclusion in the Policy.

**Active Employee** means an employee who works for the Employer on a regular basis in the usual course of the Employer's business.

This must be at least the numbers of hours shown in the Benefit Schedule.

**Actively at Work** means that You perform all the regular duties of Your job in the usual way and the usual number of hours at Your Employer's normal place of business or a site where Your Employer's business requires You to travel.

You are considered Actively at Work on any day that is not Your regular scheduled work day (e.g., you are on vacation or holiday) as long as You were Actively at Work on Your immediately preceding scheduled work day.

**Annual Enrollment Period** means a date determined by Your Employer on a yearly basis.

**Certificate** means this document, which provides a summary of the insurance benefits provided, to whom and how benefits are payable and exclusions and limitations that apply to coverage.

**Change in Family Status** means one of the following events:

- (a) You get married or enter into a legal relationship recognized as a spouse;
- (b) You and Your spouse divorce or legally terminate Your relationship;
- (c) Your child is born or You adopt, You receive a step child or become the legal guardian of a child;
- (d) Your spouse dies;
- (e) Your child is no longer a Dependent Child or dies;
- (f) Your spouse is no longer employed, which results in a loss of accident insurance sponsored by the Spouse's employer; or
- (g) You have a change in classification from part-time to full-time or from full-time to part-time.

**Child Care Services** means a child supervision services facility which:

- (a) is operated in a private home, school or other facility;
- (b) provides, and makes a charge for, the care of children; and
- (c) is licensed as a day care center or is operated by a licensed day care provider, if such licensing is required by the state or jurisdiction in which it is located or, if licensing is not required, provides childcare on a daily basis for 12 months a year.

Child Care Services includes child care provided in the Primary Insured's or Spouse's home by a licensed child care provider, if such licensing is required by the state or jurisdiction in which it is located. If such licensing is not required, care in the home must be provided by an individual who offers professional child care services for a fee.

Child Care Services will not include child care which is provided by a Family Member of the child receiving the care.

**Chip Fracture** means an Injury where small fragments of bone are chipped from the bones main structure. These are also known as avulsion fractures.

**Coma** means complete unconsciousness with inability to respond to external or internal stimuli for a continuous period of at least 168 hours. The diagnosis of a Coma must be made by a Physician. Coma includes a medically induced coma.

**Common Carrier** means commercial airplanes, helicopters, trains, buses, trolleys, subways, ferries and boats that operate on a regularly scheduled basis between predetermined points or cities. Taxis, privately chartered vehicles and the personal vehicles of a Covered Person are not Common Carriers.

**Concussion** means a traumatic brain injury resulting in immediate and transient alteration in brain function, including alteration of mental status and level of consciousness.

**Confined or Confinement** means being an Inpatient in a medical facility for a period of at least 1 days due to an Injury sustained in an Accident.

**Confined Elsewhere** means You are unable to perform, unaided, the normal functions of daily living, or leave home or other place of residence without assistance.

**Covered Person** means the Primary Insured and all Dependents.

**Day Care or Day Care Program** means a program of child care which:

- (a) is operated in a private home, school or other facility;
- (b) provides, and makes a charge for, the care of children; and
- (c) is licensed as a day care center or is operated by a licensed day care provider, if such licensing is required by the state or jurisdiction in which it is located or, if licensing is not required, provides childcare on a daily basis for 12 months a year.

Day Care does not include care which is provided by a Family Member of the child receiving the care.

**Dependent or Dependents** means Your Dependent Child(ren) and/or Spouse covered by the Policy and this Certificate.

**Dependent Child(ren)** means Your or Your Spouse's natural children, step-children, legally adopted children, children placed into Your custody for adoption or children for whom You are ordered by a court or administrative order to provide coverage, regardless of whether You are the custodial or non-custodial parent, who are under 26 years of age.

If an unmarried child is age 26 or older and is:

- (a) incapable of self-sustaining employment because of a mental or physical handicap;
- (b) chiefly dependent on You for financial support;

and You have provided proof of his/her disability upon Our request, that child will continue to be a Dependent Child for as long as these conditions exist.

**Dislocation** means a completely separated joint.

- (a) open reduction of Dislocation means a surgical procedure.
- (b) closed reduction of Dislocation means a non-surgical procedure.

**Dismemberment** means the total and irrevocable loss of any of the losses referenced in the Benefit Schedule.

**Emergency Room** means a specified area within a Hospital that is designated for the emergency care of accidental injuries. This area must:

- (a) be staffed and equipped to handle trauma;
- (b) be supervised and provide treatment by Physicians; and
- (c) provide 24 hours a day service by registered graduate nurses (RNs).

**Extended Care Facility** means a place which:

- (a) is licensed by the state in which it is located;
- (b) provides nursing home care on an inpatient basis under the supervision of a Physician;
- (c) has nursing services provided by or under the supervision of a registered nurse (RN), licensed vocational nurse (LVN), or licensed practical nurse (LPN);
- (d) keeps a daily medical record of each patient; and
- (e) is either a freestanding facility or a ward, wing, or swing bed of a Hospital or other institution.

**Family Member** means the Covered Person's parents, spouse, domestic partner, children, siblings, grandparent, aunt, uncle, first cousin, nephew or niece. This includes adopted, in-law and step-relatives.

**Fracture** means a broken bone which can be seen by x-ray.

- (a) open reduction of fracture means a surgical procedure.
- (b) closed reduction of fracture means a non-surgical procedure.

**Follow-Up Treatment** means consultation, care or services provided by a Physician for Injuries incurred from an Accident. Follow-Up Treatment must occur after initial treatment by a Physician or in an Emergency Room for Injuries in the same Accident.



**Hemiplegia** means the complete and irreversible Paralysis of one arm and one leg on the same side.

**Home Health Care** means the provision of continued care and treatment of a Covered Person in the home if:

- (a) The institutionalization of the Covered Person in a Hospital or related institution or skilled nursing facility would otherwise have been required if Home Health Care were not provided; and
- (b) The plan of treatment covering the Home Health Care service is established and approved in writing by a Physician.

**Home Office** means Our office at One Hartford Plaza, Hartford, CT 06155.

**Hospital** means an institution:

- (a) licensed to operate as a Hospital pursuant to law;
- (b) primarily and continuously engaged in providing or operating either on its premises or in facilities available to the Hospital on a prearranged basis and under the supervision of a staff of licensed physicians, medical, diagnostic and major surgical facilities for the medical care and treatment of sick or injured persons on an in-patient basis for which a charge is made; and
- (c) providing twenty-four hour nursing service by or under the supervision of registered nurses.

Hospital does not include:

- (a) convalescent homes, or convalescent, rest or nursing facilities;
- (b) facilities affording primarily custodial, educational or rehabilitative care; or
- (c) facilities for the aged, drug addicts or alcoholics.

**Incomplete Dislocation** means a Dislocation in which the joint is not completely separated.

**Injury or Injuries** means bodily injury sustained by a Covered Person that is the direct result of an Accident, and is independent of disease or bodily infirmity or any other cause.

**Inpatient** means treatment received by the Covered Person as a resident patient using and being charged for the room and board facilities of a Hospital.

**Intensive Care Unit (ICU)** means a specifically designated part of a Hospital called an intensive care unit as listed in the most current American Hospital Association Guide that:

- (a) provides the highest level of medical care and is restricted to patients who are critically ill or injured and who require intensive comprehensive observation and care. An Intensive Care Unit includes a neonatal intensive care unit specializing in the care of ill or premature newborn infants;
- (b) is separate and apart from the surgical recovery room and from rooms, beds and wards customarily used for patient Confinement;
- (c) is permanently equipped with special lifesaving equipment for the care of the critically ill or injured;
- (d) is under constant and continuous observation by a specially trained nursing staff assigned exclusively to the Intensive Care Unit on a 24 hour basis; and
- (e) has an assigned Physician on a full-time basis.

An Intensive Care Unit is not any of the following step-down units:

- (a) a progressive care unit;
- (b) an intermediate care unit;
- (c) a private monitored room;
- (d) sub-acute intensive care unit; or
- (e) an Observation Unit.

**Laceration** means a cut of at least 2 inches in length requiring sutures.

**Medical Appliance** means a walking boot that extends above the ankle, brace for the neck, back, knee or leg, cane, crutches, walker and wheelchair.

**Observation Unit** means a specified area within a Hospital, apart from the Emergency Room, where a patient can be monitored following Outpatient surgery or treatment in the Emergency Room by a Physician and which:

- (a) is under the direct supervision of a Physician or registered nurse;

- (b) is staffed by nurses assigned specifically to that unit; and
- (c) provides care seven days per week, 24 hours per day.

**Off the Job Coverage** means coverage is provided under the Policy for Injuries resulting from an Accident that occurs while the Primary Insured is not working for pay or profit.

**Outpatient** means treatment received by the Covered Person at a Hospital or licensed ambulatory care facility and there is no charge for room and board.

**Paralysis** means an Injury to the brain or spinal cord that results in loss of use or loss of movement of multiple limbs (arms and/or legs).

**Paraplegia** means the complete and irreversible Paralysis of both legs.

**Physician** means a person who is:

- (a) a doctor of medicine, osteopathy, psychology or other legally qualified practitioner of healing art that We recognize or are required by law to recognize;
- (b) licensed to practice in the jurisdiction where care is being given;
- (c) operating within the scope of his or her license; and
- (d) not a Family Member.

**Policy** means the policy which We issued to the Policyholder under the Policy Number shown on the face page, this Certificate and all other riders, amendments and endorsements that make up the contract of insurance.

**Policyholder** means the Employer.

**Primary Insured** refers to the Active Employee.

**Quadriplegia** means the complete and irreversible Paralysis of both arms and both legs.

**Qualifying Event** for You means any termination of coverage under the Policy, prior to age 80, in accordance with the Termination provision for any reason, except:

- (a) non-payment of premium; or
- (b) termination of the group policy or termination of Your Employer as a Participating Employer under the group policy.

Qualifying Event for Your Spouse is Your death or divorce while You are insured under the Policy. The Qualifying Event must occur prior to Your Spouse's attainment of age 80.

Dependent Child(ren) coverage is continued if You or Your Spouse elect to continue coverage due to Your or Your Spouse's own Qualifying Event.

**Rehabilitation Unit** means an appropriately licensed facility that provides rehabilitation care services on an inpatient basis. Rehabilitation care services consist of the combined use of medical, social, educational and vocational services to enable patients disabled by accidental Injury to achieve the highest possible functional ability. Services are provided by or under the supervision of an organized staff of Physicians. The rehabilitation unit may be part of a Hospital or a freestanding facility.

A rehabilitation unit is not:

- (a) a nursing home;
- (b) an Extended Care Facility;
- (c) a skilled nursing facility;
- (d) a rest home or home for the aged;
- (e) a hospice care facility;
- (f) a place for alcoholics or drug addicts; or
- (g) an assisted living facility.

**Second Degree Burn** means a burn in which damage penetrates into some of the underlying layers of skin.

**Spouse** means any individual who, under applicable state law is recognized as a Spouse.

Spouse also includes any individual who is a partner to a civil union, a registered domestic partnership, or other relationship allowed by state law.

Spouse will include Your affidavit domestic partner provided You have executed a domestic partner affidavit satisfactory to Us, establishing that You and Your partner are domestic partners for purposes of the Policy. You will continue to be considered affidavit domestic partners provided You continue to meet the requirements described in the domestic partner affidavit.

Spouse does not include any person who is insured as an employee.

**Third Degree Burn** means a burn which extends to all layers of skin.

**Urgent Care Facility** means a facility or place other than a Physician's office, Hospital, or an Emergency Room that provides emergency or urgent care and treatment to Injured people. Such facility may be a 24-hour clinic.

**Waiting Period** means the length of time You must be a member in an Eligible Class before You can apply for insurance. The Waiting Period is shown in the Benefit Schedule.

**We, Us, Our** means Hartford Life and Accident Insurance Company.

**You** or **Your** refers to the Primary Insured.

## **ELIGIBILITY AND EFFECTIVE DATES**

**Primary Insured's Eligibility for Coverage:** You will become eligible for coverage on the latest of:

- (a) the Effective Date for Coverage;
- (b) the date You become a member of an Eligible Class for Coverage; or
- (c) the first day of the month following the date You completed the Waiting Period.

The Waiting Period will be reduced by the period of time You were a Full-time Active Employee.

**Dependent Eligibility for Coverage:** Your Dependent(s) will become eligible for coverage on the later of:

- (a) the date You become insured for employee coverage; or
- (b) the date You acquire Your first Dependent.

You may not cover Your Dependent if such Dependent is covered as an Active Employee under the Policy. No person can be insured as a Dependent of more than one Active Employee under the Policy.

### **Enrollment:**

To enroll, You must:

- (a) complete and sign a group insurance enrollment form for Your coverage and Your Dependent's coverage within 31 days of the date You are Eligible for Coverage; and
- (b) deliver it to Your Employer.

You have the option to enroll by voice recording or electronically. Your Employer will provide instructions.

If You do not enroll for Your coverage and/or Your Dependent's coverage within 31 days after becoming eligible under the Policy, and later choose to enroll, You may only enroll for Your coverage and/or Your Dependent's coverage:

- (a) during an Annual Enrollment Period designated by the Policyholder; or
- (b) within 31 days of the date You have a Change in Family Status.

### **Primary Insured's Coverage Effective Date:**

Your coverage will start on the later to occur of:

- (a) the date You become eligible;
- (b) the Policy anniversary that coincides with or next follows the last day of the Annual Enrollment Period, if You enroll during an Annual Enrollment Period;
- (c) the date You enroll, if You do so within 31 days from the date You are eligible.

All effective dates of coverage are subject to the Deferred Coverage Effective Date provision.

**Deferred Coverage Effective Date:** Your Effective Date for Coverage will be delayed if You are not Actively at Work due to physical or mental condition on the Effective Date for Coverage shown on the Benefit Schedule. Coverage will become effective on the date You are Actively at Work.

**Dependent Effective Date:** Coverage will start on the latest to occur of:

- (a) "the date" Your Dependent becomes eligible for Dependent coverage, if You have enrolled on or before that date; or
- (b) the Policy anniversary that coincides with or next follows the last day of the Annual Enrollment Period, if You enroll during an Annual Enrollment Period; or
- (c) "the date" You enroll, if You do so within 31 days from the date You are eligible for Dependent coverage.

In no event will Dependent coverage become effective before You become insured.

**Deferred Coverage Effective Date for Dependents:** If, on the date Your Dependent, is to become covered under the Policy:

- (a) on the Effective Date for Coverage; or
- (b) for increased benefits; or
- (c) for a new benefit; and

he or she is:

- (a) confined; or
- (b) Confined Elsewhere;

such coverage will not start until he or she:

- (a) is discharged from the Hospital; or
- (b) is no longer Confined Elsewhere;

and has engaged in all the normal and customary activities of a person of like age and gender in good health, for at least 15 consecutive days.

**Newlywed Coverage:** If You marry while covered under the Policy, Your Spouse shall automatically become covered under the Policy for 31 days after the date of marriage. Benefits and amounts will be the minimum amount for those We are providing for Spouse coverage under the Policy at that time.

Coverage of Your Spouse will cease after 31 days of the date of marriage unless You:

- (a) request in writing that coverage for Your Spouse be continued; and
- (b) pay the additional required premium.

**Newborn and Newly Adopted Child Coverage:** If, while covered under the Policy, You:

- (a) have a newborn child; or
- (b) adopt or receive a stepchild;

the child will become covered under the Policy for 31 days after the date of birth or placement with You. Benefits and amounts will be the minimum amount for those We are providing for Dependent Child(ren) under the Policy at that time.

Coverage of the new child will cease after 31 days from the date of birth or financial dependence unless You:

- (a) request in writing that coverage for Your child be continued; and
- (b) pay the additional required premium.

## TERMINATION OF INSURANCE

**Termination of Primary Insured's Coverage:** Your coverage will end on the earliest of the following:

- (a) the date the Policy terminates;
- (b) the last day of the month following the date You are no longer in a class eligible for coverage, or the Policy no longer covers Your class;
- (c) the date the required premium is due but not paid, subject to the Individual Grace Period;
- (d) the last day of the month following the date You request We terminate Your coverage;
- (e) the last day of the month following the date Your Employer terminates Your employment ;
- (f) the last day of the month following the date You are no longer Actively at Work; or
- (g) the Policy anniversary following the date You attain the Policy Age Limit as shown in the Benefit Schedule: unless continued in accordance with one of the Continuation Provisions.

**Termination of Dependent Coverage:** Coverage for Your Dependent(s) will end on the earliest to occur of:

- (a) the last day of the month following the date Your coverage ends;
  - (b) the date the required premium is due but not paid, subject to the Individual Grace Period;
  - (c) the last day of the month following the date You are no longer eligible for Dependent coverage;
  - (d) the last day of the month following the date We or the Employer terminate Dependent coverage;
  - (e) the last day of the month following the date You request We terminate Dependent coverage;
  - (f) the last day of the month following the date the child no longer meets the definition of Dependent Child; or
  - (g) the last day of the month following the date that You and Your Spouse are no longer married;
- unless continued in accordance with one of the Continuation Provisions.

## CONTINUATION PROVISIONS

**Continuation:** Coverage may be continued, at Your Employer's option beyond a date shown in the Termination provision, if Your Employer provides a plan of continuation which applies to all employees the same way.

Coverage for Your Dependents will continue if Your coverage is continued.

The amount of continued coverage applicable to You or Your Dependent will be the amount of coverage in effect on the date immediately before coverage would otherwise have ended. Continued coverage:

- (a) is subject to any reductions in the Policy;
- (b) is subject to payment of premium;
- (c) may be continued up to the maximum time shown in the provisions; and
- (d) terminates if:
  - 1) the Policy terminates; or
  - 2) You attain age 80.

The amount of insurance will not increase while coverage is being continued. The Continuation Provisions shown below may not be applied consecutively.

In all other respects, the terms of Your coverage and coverage for Your Dependents remain unchanged.

**Leave of Absence:** If You are on a documented medical leave of absence, other than Family and Medical Leave or Military Leave of Absence, Your coverage (including Dependent coverage) may be continued 365 days following the last of the month in which the leave of absence commenced. If the leave terminates prior to the agreed upon date, this continuation will cease immediately.

**Military Leave of Absence:** If You or Your Dependents enter active full-time military service and are granted a military leave of absence in writing, Your coverage (including Dependent coverage) may be continued for up to 12 weeks. If the leave ends prior to the agreed upon date, this continuation will cease immediately.

**Lay Off:** If You are temporarily laid off by the Employer due to lack of work, all of Your coverage (including Dependent coverage) may be continued until the last day of the month following the month in which the lay off commenced. If the lay off becomes permanent, this continuation will cease immediately.

**Status Change:** If You are:

- (a) employed by the Policyholder; and
- (b) no longer in an Eligible Class due to a reduction in the number of scheduled hours You work;

Your coverage (including Dependent coverage) may be continued until the last day of the third consecutive month after the date Your scheduled hours were reduced.

**Disability Insurance:** If You:

- (a) are covered by; and
- (b) are approved for benefits under; and
- (c) meet the definition of disabled under;

a group disability insurance policy, issued by Us to Your Employer, Your coverage (including Dependent coverage) may be continued for a period of up to 12 consecutive months from the date You were last Actively at Work while You remain disabled.

**Sickness or Injury:** If You are not Actively at Work due to sickness or injury, Your coverage (including Dependent coverage) may be continued:

- (a) for a period of 12 consecutive months from the date You were last Actively at Work; or
- (b) if such absence results in a leave of absence in accordance with state or federal family and medical leave laws, then the combined continuation period will not exceed 12 consecutive months.

**Family and Medical Leave:** If You are granted a leave of absence, in writing, according to the Family and Medical Leave Act of 1993, or other applicable state or local law, Your coverage(s) (including Dependent coverage) may be continued for up to 12 weeks, or 26 weeks if You qualify for Family Military Leave, or longer if required by other applicable law, following the date Your leave commenced. If the leave of absence ends prior to the agreed upon date, this continuation will cease immediately.

**Dependent Continuation:** If You die while covered under the Policy, coverage for Your Dependents in force at the time of Your death may be continued, until the earliest of:

- (a) the date the coverage would otherwise have ended under the Dependent Termination provision;
- (b) the date Your Spouse remarries, dies, or obtains coverage under another group plan;
- (c) the date Your Spouse attains age 80; or
- (d) 5 years from Your date of death.

**Reinstatement after Military Service:** If:

- (a) Your coverage terminates because You enter active military service; and
- (b) You are rehired within 12 months of the date You return from active military service;

then coverage for You and Your previously covered Dependents may be reinstated, provided You request such reinstatement within 30 days of the date You return to work.

The reinstated coverage will:

- (a) be the same coverage amounts in force on the date coverage terminated; and
- (b) not be subject to any Waiting Period for Coverage; and
- (c) be subject to all the terms and provisions of the Policy.

## VOLUNTARY ACCIDENT BENEFITS

**Accident Follow-Up Benefit:** We will pay the Accident Follow-Up Benefit Amount shown in the Benefit Schedule for each day a Covered Person receives Follow-Up Treatment for Injuries sustained in an Accident. Treatment must be recommended or advised by a Physician. Follow-Up Treatment must be received within 90 days of the Accident. Follow-Up Treatment does not include routine examinations or preventative testing. This Accident Follow-Up Benefit is subject to a maximum of 3 visits per Accident per Covered Person.

**Acupuncture Benefit:** We will pay the Acupuncture Benefit Amount shown in the Benefit Schedule if a Covered Person receives acupuncture services for treatment of an Injury sustained in an Accident. Acupuncture must be provided by a practitioner licensed as required in the state where care is provided. Acupuncture must begin within 30 days after the date of the Accident and be completed within one year of the date of Accident. No more than 10 Acupuncture Benefits are payable per Accident per Covered Person regardless of the number of acupuncture treatments received.

**Ambulance (Air) Benefit:** We will pay the Ambulance (Air) Benefit Amount shown in the Benefit Schedule for a licensed professional air ambulance company to transport a Covered Person to or from a Hospital, or between medical facilities for treatment of Injuries received in an Accident. The air ambulance must provide the transportation services to the Covered Person within 72 hours after the date of the Accident. One Ambulance (Air) Benefit is payable per Accident per Covered Person.

**Ambulance (Ground) Benefit:** We will pay the Ambulance (Ground) Benefit Amount shown in the Benefit Schedule for a licensed professional ambulance company to transport a Covered Person by ground, to or from a Hospital or between medical facilities for treatment of Injuries received in an Accident. The ambulance must provide transportation services to the Covered Person within 90 days after the date of the Accident. One Ambulance (Ground) Benefit is payable per Accident per Covered Person.

**Blood/Plasma/Platelet Benefit:** We will pay the Blood/Plasma/Platelet Benefit Amount shown in the Benefit Schedule if, due to an Injury sustained in an Accident, a Covered Person requires a transfusion, administration, cross matching, typing and processing of blood, plasma or platelets. The blood, plasma or platelet transfusion must be administered within 90 days of the Accident. Only one Blood/Plasma/Platelet Benefit is payable per Accident per Covered Person.

**Child Care Benefit:** We will pay the Child Care Benefit Amount shown in the Benefit Schedule if the Primary Insured or Spouse is confined in a Hospital due to an Accident and requires Child Care Services for children under age 16. The Benefit Amount is available for each child receiving care and shall not exceed the Maximum Daily Amount shown in the Benefit Schedule. No more than 30 days of Child Care Services are payable per Accident regardless of the number of days child care is needed. We must receive satisfactory proof that the Dependent Child is enrolled in a Day Care Program.

**Chiropractic Care Benefit:** We will pay the Chiropractic Care Benefit Amount shown in the Benefit Schedule if a Covered Person receives chiropractic treatment for an Injury sustained in an Accident. The chiropractor must be licensed if required in the state where care is provided. Chiropractic Care must begin within 30 days after the date of the Accident and be completed within one year of the date of Accident. No more than 10 Chiropractic Care Benefits are payable per Accident per Covered Person regardless of the number of chiropractic treatments received.

**Daily Hospital Confinement Benefit:** We will pay the Daily Hospital Confinement Benefit Amount shown in the Benefit Schedule for each day a Covered Person was Confined in a Hospital due to an Injury received in an Accident. Confinement must begin within 90 days of the Accident and last at least 20 hours. The Daily Hospital Confinement Benefit is subject to a lifetime maximum of 365 days per Covered Person. This maximum includes all days a Covered Person is Confined in a Hospital, including days in an Intensive Care Unit of a Hospital. We will pay benefits for only one period of Confinement at a time even if it is caused by more than one Accident. The total of all Daily Hospital Confinement Benefits for a Covered Person in a calendar year shall not exceed the Annual Maximum regardless of the number days of confinement within that year. The Daily Hospital Confinement Benefit is not payable for Emergency Room treatment, Outpatient treatment, or a stay of less than 20 hours in an Observational Unit. We will not pay this Daily Hospital Confinement Benefit and the Daily Intensive Care Unit Confinement Benefit concurrently for the same Covered Person. We will also not pay this Daily Hospital Confinement Benefit and the Rehabilitation Facility Benefit for the same day. If a Covered Person is Confined in both a Hospital and a Rehabilitation Facility on the same day, the higher benefit will be payable.



**Daily ICU Confinement Benefit:** Unless the Covered Person has reached his or her lifetime maximum Daily Hospital Confinement Benefits, We will pay the Daily ICU Confinement Benefit Amount shown in the Benefit Schedule for each day a Covered Person is Confined in an Intensive Care Unit due to an Injury received within 30 days of an Accident. If a Covered Person is Confined in an ICU for more than 30 days, the Daily Hospital Confinement Benefit will begin on the 31<sup>st</sup> day, provided the Covered Person has not reached his or lifetime maximum for Daily Hospital Confinement benefits. We will pay benefits for only one period of Confinement at a time even if it is caused by more than one Accident. The Daily ICU Confinement Benefit is not payable for Emergency Room treatment, Outpatient treatment, or a stay of less than 20 hours in an Observational Unit. We will not pay this Daily ICU Confinement Benefit and the Daily Hospital Confinement Benefit concurrently for the same Covered Person.

**Diagnostic Exam Benefit:** We will pay the Diagnostic Exam Benefit Amount shown in the Benefit Schedule if a Covered Person requires one of the following diagnostic examinations to determine the extent of an Injury sustained in an Accident:

- (a) Computerized Axial Tomography (CAT);
- (b) Computed Tomographies (CT Scan);
- (c) Magnetic Resonance Imagings (MRIs); or
- (d) Electroencephalogram (EEG).

The diagnostic exam must be scheduled within 90 days after the date of the Accident. Only 1 Diagnostic Exam Benefit Amount is payable per Accident per Covered Person regardless of the number of diagnostic examinations received.

**Emergency Dental Benefit (extraction) and (crown):** We will pay the Emergency Dental Benefit Amount shown in the Benefit Schedule if a Covered Person requires the following dental work as a result of an Injury sustained in an Accident:

- (a) repair of a broken sound, natural tooth with a crown; or
- (b) extraction of a broken sound, natural tooth.

The dental work must occur within 90 days after the Accident. Only one Emergency Dental Benefit Amount is payable per Accident per Covered Person regardless of the number of teeth involved.

**Emergency Room Benefit:** We will pay the Emergency Room Benefit Amount shown in the Benefit Schedule if a Covered Person requires examination and treatment by a Physician in an Emergency Room as the direct result of an Injury sustained in an Accident. The Emergency Room examination and treatment must occur within 72 hours after the date of the Accident. No more than 1 Emergency Room Benefits will be payable per Accident per Covered Person.

**Hospital Admission Benefit:** We will pay the Hospital Admission Benefit Amount shown in the Benefit Schedule if, as a result of an Injury received in an Accident, a Covered Person is admitted to a Hospital. Admission to the Hospital must occur within 90 days of the Accident. The total of all Hospital Admission Benefits for a Covered Person in a calendar year shall not exceed the Annual Maximum regardless of the number of admissions within that year. The Hospital Admission Benefit is not payable for Emergency Room treatment, Outpatient treatment, or a stay of less than 20 hours in an Observational Unit. We will not pay the Hospital Admission Benefit and the ICU Admission Benefit concurrently for the same Covered Person. The higher of the two benefits will be paid.

**Initial Physician's Visit Benefit:** We will pay the Initial Physician's Visit Benefit Amount if a Covered Person receives initial treatment by a Physician in a Physician's office as the result of an Injury sustained in an Accident. The treatment must be given within 90 days after the Accident. Services for routine examinations or preventative testing are not included in this benefit.

**Lodging Benefit:** We will pay the Lodging Benefit Amount shown in the Benefit Schedule for a companion to accompany the Covered Person while the Covered Person is Confined in a Hospital due to an Injury sustained in an Accident. The Covered Person must be Confined in a Hospital located more than 100 miles from the Covered Person's residence. This benefit will be payable for one room if the companion incurs a charge for staying in a hotel or a motel while the Covered Person is Confined. This Lodging Benefit is subject to a lifetime maximum of 30 days per Covered Person.

**Medical Appliance Benefit:** We will pay the Medical Appliance Benefit Amount shown in the Benefit Schedule if, due to an Injury sustained in an Accident, a Covered Person requires a Medical Appliance as an aid in personal locomotion or mobility. The Medical Appliance must be prescribed by a Physician. Use of the Medical Appliance must begin within 90 days of the Accident. Only one Medical Appliance Benefit is payable per Accident per Covered Person.

**Physical Therapy Benefit:** We will pay the Physical Therapy Benefit Amount shown in the Benefit Schedule for each day a Covered Person requires physical therapy treatment for an Injury received in an Accident. Physical therapy must begin within 90 days of the Accident or within 90 days of the date a Physician prescribes physical therapy following surgery or other medical treatment for Injury sustained in an Accident. The Physical Therapy Benefit is subject to a maximum of 10 days per Covered Person per Accident. Physical therapy must be prescribed by a Physician and rendered by a licensed physical therapist in an office or Hospital on an Inpatient or Outpatient basis.

**Rehabilitation Facility Benefit:** We will pay the Rehabilitation Facility Benefit Amount shown in the Benefit Schedule for each day a Covered Person is Confined in a Rehabilitation Unit for physical, occupational or speech therapy treatment for an Injury received in an Accident. Confinement must begin within 90 days of the Accident and be preceded by Confinement in a Hospital. The Rehabilitation Facility Benefit is subject to a lifetime maximum of 15 days per Covered Person. We will pay benefits for only one period of Rehabilitation Facility Confinement at a time even if it is caused by more than one Accident. We will not pay this Rehabilitation Facility Benefit and the Daily Hospital Confinement Benefit for the same day. If a Covered Person is Confined in both a Hospital and a Rehabilitation Facility on the same day, the higher benefit will be payable.

**Transportation Benefit:** We will pay the Transportation Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person must travel more than 100 miles from his or her residence to a receive special treatment or be Confined in a Hospital. Treatment must be prescribed by a Physician and not available locally. This benefit is payable for up to 3 round trips per Covered Person per Accident. This benefit is not payable for transportation by ambulance (air or ground).

**Urgent Care Benefit:** We will pay an Urgent Care Facility Benefit if a Covered Person requires treatment or care in an Urgent Care Facility due to an Injury sustained in an Accident. The Treatment must occur within 72 hours after the date of the Accident. No more than 1 Urgent Care Benefits will be payable per Accident per Covered Person.

**X-Ray Benefit:** We will pay the X-Ray Benefit Amount shown in the Benefit Schedule if a Covered Person requires an x-ray as a result of an Injury sustained in an Accident. The x-ray must be prescribed by a Physician and performed in Physician's office or Hospital on an Inpatient or Outpatient basis. The x-ray must be performed within 90 days after the date of the Accident. Only one X-ray Benefit Amount is payable per Accident per Covered Person regardless of the number of x-rays received.

**Dislocations Benefit (open reduction and closed reduction):** If a Covered Person sustains a Dislocation as a result of an Accident, We will pay the Dislocation Benefit Amount shown in the Benefit Schedule.

The Dislocation must be diagnosed and corrected via an open (surgical) or closed (non-surgical) reduction under anesthesia by a Physician.

If a Physician diagnoses the Dislocation as incomplete (the joint is not completely separated), or the Dislocation requires treatment without anesthesia by a Physician, We will pay 25% of the Dislocation Benefit shown in the Benefit Schedule for a closed reduction a Dislocation for that joint.

If a Covered Person sustains one or more Fractures and Dislocations due to the same Accident, We will pay both the Fractures Benefit and the Dislocations Benefit. We will pay no more than two times the amount for the bone or joint involved that has the highest benefit amount.

This benefit is payable once per joint, per Covered Person. Further Dislocations of the same joint will not be covered under the Policy after a Dislocation Benefit has already been paid for that joint.

**Fractures Benefit (open reduction, closed reduction and Chip Fractures):** We will pay the Fractures Benefit Amount shown in the Benefit Schedule for a Fracture sustained in an Accident. If a Covered Person sustains more than one Fracture due to the same Accident, we will pay the benefits for all Fractures, to a maximum of two times the amount shown in the Benefit Schedule for the bone involved with the highest benefit amount.

If the Covered Person is diagnosed by a Physician as having a Chip Fracture, we will pay 25% of the benefit shown in the Benefit Schedule for a closed reduction of a dislocation for that joint.

If a Covered Person sustains a Fracture and a Dislocation due to the same Accident, we will pay both benefits. We will pay no more than two times the amount for the bone or joint involved, which has the highest benefit amount.

The Fracture must be diagnosed by a Physician within 90 days of the Accident and must require open (surgical) reduction or closed (non-surgical) reduction by a Physician. Only one Fractures Benefit is payable per Accident per Covered Person, regardless of the number of Fractures sustained.

**Abdominal/Thoracic Surgery Benefit:** We will pay the Abdominal/Thoracic Surgery Benefit Amount shown in the Benefit Schedule if, as a result of an Injury sustained in an Accident, a Covered Person undergoes open abdominal or thoracic surgery to repair internal Injuries. The surgery must occur within 90 days of the Accident to repair Injury. Hernia repair is not covered under this benefit. Only one Abdominal/Thoracic Surgery Benefit is payable per Accident per Covered Person. Either the Abdominal/Thoracic Surgery Benefit or the Arthroscopic Surgery Benefit is payable for the same Accident if treatment occurs on the same date. The higher of the two benefits will be paid.

**Arthroscopic Surgery Benefit:** We will pay the Arthroscopic Surgery Benefit Amount shown in the Benefit Schedule if, as a result of Accident, a Covered Person undergoes arthroscopic surgery. The surgery must occur within 90 days of the Accident to repair an Injury sustained in the Accident. Hernia repair is not covered under this benefit. Only one Arthroscopic Surgery Benefit is payable per Accident per Covered Person. We will pay either the Arthroscopic Surgery Benefit or the greater of the following benefits for the same Accident:

- (a) Knee Cartilage Benefit;
- (b) Ruptured Disc Benefit;
- (c) Abdominal/Thoracic Surgery Benefit; or
- (d) Tendon/Ligament/Rotator Cuff Benefit.

**Burn Benefit:** We will pay the Burn Benefit Amount shown in the Benefit Schedule if, as a result of an Injury sustained in an Accident, a Covered Person sustains either:

- (a) Third Degree Burns covering at least 18 square inches of the Covered Person's body; or
- (b) Second Degree Burns covering at least 34% of the Covered Person's body.

The Covered Person must be treated by a Physician within 72 hours after the date of the Accident. Only one Burn Benefit is payable per Accident per Covered Person, however if burns are in multiple degrees, then the highest benefit will be paid.

**Skin Graft Benefit:** We will pay the Skin Graft Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person receives a skin graft for a third degree burn for which a benefit was received under the Burn Benefit. Only one Skin Graft Benefit is payable per Accident per Covered Person.

**Concussion Benefit:** We will pay the Concussion Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person is diagnosed with a Concussion. The Concussion must be diagnosed or treated by a Physician within 72 hours of Accident. No more than 3 Concussions will be covered per year per Covered Person.

**Eye Injury Benefit:** We will pay the Eye Injury Benefit Amount shown in the Benefit Schedule if a Covered Person sustains an Injury sustained in an Accident to the eye. The Injury must require surgery or removal of a foreign object by a Physician within 90 days of the Accident. Only one Eye Injury Benefit is payable per Accident per Covered Person.

**Hernia Benefit:** We will pay the Hernia Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person sustains a hernia. The hernia must be diagnosed by a Physician within 30 days of the Accident and must be repaired by surgery within one year from the date of the Accident.

**Joint Replacement Benefit:** We will pay the Joint Replacement Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person sustains an Injury requiring a knee, hip or shoulder joint replacement. The joint replacement must be diagnosed within 90 days of the Accident and surgery must occur within one year of the Accident. Only one Joint Replacement Benefit is payable per Accident per Covered Person.

**Knee Cartilage Benefit:** We will pay the Knee Cartilage (with repair or without repair) Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person sustains a torn knee cartilage (meniscus). Treatment must be first provided by a Physician within 60 days of the Accident. If surgery is required, the Covered Person must undergo surgery within 12 months of the Accident. Only one Knee Cartilage Benefit is payable per Accident per Covered Person. Either the Knee Cartilage Benefit or the Arthroscopic Surgery Benefit is payable for the same Accident if treatment occurs on the same date. The higher of the two benefits will be paid.

**Lacerations Benefit:** We will pay the Lacerations Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person sustains a Laceration. The Laceration must be repaired by a Physician within 72 hours of the Accident. The benefit payable will be based on the total length of all Lacerations received in any one Accident which requires repair. Only one Lacerations Benefit is payable per Accident per Covered Person. If a Covered Person sustains a Laceration that later results in loss or Dismemberment, We will subtract the amount paid under the Lacerations Benefit from the Accidental Dismemberment Benefit.

**Ruptured Disc Benefit:** We will pay the Ruptured Disc Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person sustains a ruptured or herniated disc in the spine that must be repaired through surgery. The Covered Person must receive treatment from a Physician for the ruptured or herniated disc within 60 days of the Accident and surgery must be performed within one year of the Accident. Only one Ruptured Disc Benefit is payable per Accident per Covered Person regardless of the number of surgeries needed. Either the Ruptured Disc Benefit or the Arthroscopic Surgery Benefit is payable for the same Accident if treatment occurs on the same date. The higher of the two benefits will be paid.

**Tendon/Ligament/Rotator Cuff Benefit:** We will pay the Tendon/Ligament/Rotator Cuff Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person receives a torn, ruptured or severed tendon, ligament or rotator cuff. The Injury must be treated by a Physician within 90 days of the Accident and be repaired by surgery within one year. Only one Tendon/Ligament/Rotator Cuff benefit is payable per Accident per Covered Person. Either the Tendon/Ligament/Rotator Cuff Benefit or the Arthroscopic Surgery Benefit is payable for the same Accident if treatment occurs on the same date. The higher of the two benefits will be paid.

**Accidental Death Benefit:** If a Covered Person dies as a direct result of an Injury sustained in an Accident, We will pay the Accidental Death Benefit Amount shown in the Benefit Schedule. Death must occur within 90 days of the Accident. This benefit is not payable if We pay the Accidental Death – Common Carrier Benefit for the same Covered Person.

**Accidental Death – Common Carrier Benefit:** If a Covered Person dies as a direct result of an Injury sustained in an Accident while a fare paying passenger on a Common Carrier, We will pay the Accidental Death – Common Carrier Benefit Amount shown in the Benefit Schedule. Death must occur within 90 days of the Accident. This benefit is not payable if We pay the Accidental Death Benefit.

**Accidental Dismemberment Benefit:** If a Covered Person sustains dismemberment as a direct result of an Injury sustained in an Accident, We will pay the Accidental Dismemberment Benefit Amount shown in the Benefit Schedule. Dismemberment must occur within 90 days of the Accident.

**Coma Benefit:** We will pay the Coma Benefit Amount shown in the Benefit Schedule if, as a result of an Accident, a Covered Person is diagnosed with a Coma. The Coma must be diagnosed or treated by a Physician within 90 days of the Accident. Only one Coma Benefit is payable per Accident per Covered Person.

**Home Health Care Benefit:** We will pay the Home Health Care Benefit Amount shown in the Benefit Schedule for each day a Covered Person receives Home Health Care as a result of an Accident. The Home Health Care Benefit is payable for the lesser of 30 days or the number of days the Covered Person is receiving Home Health Care. The Home Health Care Benefit is payable in addition to the Daily Hospital Confinement Benefit or the Daily ICU Confinement Benefit.

**Paralysis Benefit:** We will pay the Paralysis Benefit Amount shown in the Benefit Schedule if, as a result of an Injury sustained in an Accident, a Covered Person is paralyzed and sustains Paraplegia or Quadriplegia. The Paralysis must occur within 90 days of the Accident, must have lasted at least 30 days, and must be expected to be permanent. Paralysis must be diagnosed by a Physician and based on evidence that the Injury sustained in the Accident caused the Paralysis.

**Prosthesis Benefit:** We will pay the Prosthesis Benefit Amount shown in the Benefit Schedule if, due to an Injury in an Accident, a Covered Person:

- (a) loses a hand, foot, arm, leg, eye; and
- (b) requires a prosthetic device, artificial limb or eye, as prescribed by a Physician.

The prosthetic device/artificial limb or eye must be received within one year after the date of the Accident. This benefit is not payable for joint replacement such as an artificial hip or knee. Only one Prosthesis Benefit is payable per Accident per Covered Person.

## **EXCLUSIONS**

**Exclusions:** No benefits are payable under this Certificate for an Injury that results from or is caused by:

- (a) Suicide or attempted suicide, whether sane or insane, or intentionally self-inflicted Injury;
- (b) War or act of war, whether declared or undeclared;
- (c) A nuclear, chemical, biological, or radiological event;
- (d) The Covered Person's participation in a felony, riot or insurrection;
- (e) The Covered Person's service in the armed forces or units auxiliary to it;
- (f) The Covered Person's taking drugs, including but not limited to sedatives, narcotics, barbiturates, amphetamines, or hallucinogens, unless as prescribed by or administered by a Physician;
- (g) A Covered Person being intoxicated as defined by the jurisdiction in which the cause of loss was incurred;
- (h) While the Covered Person is on any aircraft:
  - 1) as a pilot, crewmember or student pilot;
  - 2) as a flight instructor or examiner;
  - 3) if it is owned, operated or leased by or on behalf of the Policyholder, or any Employer or organization whose eligible persons are covered under the Policy;
  - 4) being used for tests, experimental purposes, stunt flying, racing or endurance tests;
- (i) Operating, learning to operate, serving as a crew member of or jumping or falling from any aircraft. Aircraft includes those which are not motor-driven. This exclusion does not apply where the Covered Person is riding as a fare-paying passenger on a regularly scheduled commercial airline or as a passenger for transportation only and not as a pilot or crew member; or
- (j) Riding in or driving any motor-driven vehicle in a race, stunt show or speed test.

## CLAIM PROVISIONS

**Notice of Claim:** Written Notice of Claim must be given to Us within 20 days after the start of any loss covered by this Certificate, or as soon as is reasonably possible. Notice given by or on behalf of a Covered Person to Us at WebTPA, Inc., 8500 Freeport Pkwy South, Suite 400, Irving, TX 75063, or to Our authorized agent, with information sufficient to identify the Covered Person, shall be notice to Us.

**Claim Forms:** When We receive written Notice of Claim, We will send claim forms. If the claimant does not receive the forms within 15 days after written notice of claim is sent, Proof of Loss may be sent to Us without waiting to receive the claim forms.

**Proof of Loss:** The claimant must send Us written Proof of Loss at Our Home Office. This proof must be provided within 90 days after the date of the loss. If it is not reasonably possible to give proof in this time, proof must be provided as soon as reasonably possible. Proof of Loss may not be given more than one year after the time proof is otherwise required, unless the claimant is legally incapacitated.

**Time of Payment of Claims:** Benefits payable under this Certificate will be paid immediately after Our receipt of due written Proof of Loss.

**Payment of Claims:** Death benefits for the Primary Insured will be payable to the beneficiary that he/she designated. If no beneficiary is designated or living, the death benefit will be payable to the Primary Insured's estate. Any other accrued benefits unpaid at the Primary Insured's death may, at Our option, be paid either to the beneficiary or to the Primary Insured's estate. All other indemnities will be payable to the Primary Insured.

If any benefit is payable to the Primary Insured's estate, or to an individual who is a minor or otherwise not competent to give a valid release, We may pay such benefit, up to an amount not exceeding \$1,000, to any person related to the Primary Insured by blood or marriage or the beneficiary, if We determine the person to be equitably entitled the benefit. Any payment made by Us in good faith pursuant to this provision will fully release Us from liability to the extent of the payment.

We will pay the benefits for loss of life upon the death of the any Dependents of the Primary Insured to the Primary Insured, if living. Otherwise, it will be paid, at Our option, to the Primary Insured's surviving spouse or the executor or administrator of his/her estate.

**Physical Examinations and Autopsy:** We at Our own expense, have the right and opportunity to examine a Covered Person as often as We may reasonably require during the pendency of a claim hereunder and to make an autopsy in case of death where it is not forbidden by law.

**Claim Denial:** If a claim for benefits is wholly or partly denied, You will be furnished with written notification of the decision. This written notification will:

- (a) give the specific reason(s) for the denial;
- (b) make specific reference to the Policy provisions on which the denial is based;
- (c) provide a description of any additional information necessary to perfect a claim and an explanation of why it is necessary; and
- (d) provide an explanation of the review procedure.

**Claim Appeal:** On any claim, a claimant may appeal to Us for a full and fair review. To do so We:

- (a) must receive a written application for review within:
  - 1) 180 days of receipt of claim denial if the claim requires Us to make a determination of an Injury; or
  - 2) 60 days of receipt of claim denial if the claim does not require Us to make a determination of an Injury; and
- (b) upon request We will provide copies of all documents records, and other information relevant to the claimant's claim; and
- (c) We will consider any additional written comments, documents records and other information relating to the claim.

We will respond to the claimant in writing with Our final decision on the claim.

**Overpayment Recovery:** We have the right to recover from the Covered Person any amount that We determine to be an overpayment. The Covered Person has the obligation to refund to Us any such amount.

If benefits are overpaid on any claim, the Covered Person must reimburse Us within 30 days.

If reimbursement is not made in a timely manner, We have the right to:

- (a) recover such overpayments from:
  - 1) the Covered Person;
  - 2) any other person to or for whom payment was made; and
  - 3) the Covered Person's estate;
- (b) reduce or offset against any future benefits payable to the Covered Person or his/her survivors until full reimbursement is made;
- (c) refer the Covered Person's unpaid balance to a collection agency; and
- (d) pursue and enforce all legal and equitable rights in court.

## PORTABILITY

**Portability Benefit:** Portability allows You or Your Dependent(s) to continue coverage under a group portability policy when coverage ends under this Certificate due to a Qualifying Event. If You or Your Dependent(s) qualify for, and elect portability as stated in this provision, coverage will continue under a group portability policy subject to the Exclusions provision, without interruption with respect to all benefits and periods as stated in the Policy.

The terms, conditions and premium rates of the portability coverage will be governed by the portability policy. Your and Your Dependent(s) coverage under the portability policy will not continue past the Primary Insured's attainment of age 80.

If the Qualifying Event is Your death or divorce, Your Dependents coverage under the portability policy will not continue past his or her attainment of age 80.

**Electing Portability:** You may elect portability if Your Accident insurance ends due to a Qualifying Event. You may also elect Portability for Your Dependent coverage if Your coverage ends due to Your own Qualifying Event. The Policy must still be in force for portability to be available. Portability will not be available to You or Your Dependents unless You have been Actively at Work under the Policy.

Your Spouse may elect portability for him/her and Your Dependent Child(ren) if Your coverage under the Policy ends due to Your death or divorce, if Your Spouse is under age 80 at the time of the Qualifying Event.

To elect portability, You or Your Spouse if coverage ends due to Your death or divorce must:

- (a) complete and have Your Employer sign a portability application; and
- (b) submit the application to Us, with the required premium.

This must be received within:

- (a) 31 days after accident insurance terminates; or
- (b) 15 days from the date Your Employer signs the application;

whichever is later. However, portability requests will not be accepted if they are received more than 91 days after accident insurance terminates.

After We verify eligibility for coverage, We will issue a certificate of insurance under a portability policy. The portability coverage will be:

- (a) issued without evidence of insurability;
- (b) issued on one of the forms then being issued by Us for portability; and
- (c) effective on the day following the date Your or Your Spouse's coverage ends, such that there is no interruption in coverage between the Policy and the portability policy.

**Limitations On Portability:** You may elect to continue 100% of each Covered Person's amount of insurance in force under the Policy on the date Your insurance terminates.

Your Spouse may apply for portable insurance in an amount up to 100% of the amount of Spouse Insurance and Dependent Child(ren) Insurance in force under the Policy on the date of Your death or divorce.

Your Spouse may not apply for portable insurance for a Dependent Child whose insurance has not terminated under the Policy due to divorce.

In order for Dependent Child(ren) coverage to be continued under this provision, You or Your Spouse must elect to continue coverage due to Your own Qualifying Event.

Portability is not available for any amount of Accident insurance for which You or Your Dependent(s) were not eligible and covered.

In addition, portability is not available if You or Your Dependents are entering active military service.



## GENERAL PROVISIONS

**Entire Contract Changes:** The Policy, the Application(s), this Certificate, any individual enrollment forms, riders, endorsements and any other attached papers make up the entire contract of insurance between the Policyholder and Us.

No change in the Policy or this Certificate will be valid until approved by an officer of Ours. The approval must be in writing and must be attached to or noted on the Policy. In the event of the death or incapacity of the Covered Person, no beneficiary or personal representative of the Covered Person has authority to change the Policy or this Certificate or to waive any provisions.

**Statements:** In the absence of fraud, all statements made by the Policyholder or any Covered Person will be considered representations and not warranties. No statement made by a Covered Person will be used in any contest unless a copy of the statement is furnished to the Covered Person or his or her beneficiary or personal representative.

**Time Limit on Certain Defenses:** After a Covered Person has been insured under the Policy for 2 years during his or her lifetime, no statement made by a Covered Person, except fraudulent misstatements, will be used to reduce or deny a claim beginning after the 2 year period.

**Legal Actions:** No legal action may start:

- (a) until 60 days after Proof of Loss has been given;
- (b) more than 3 years after the time Proof of Loss is required to be given.

**Change of Beneficiary:** You may designate or change a beneficiary by doing so in writing on a form satisfactory to Us and filing the form with the Employer. Only satisfactory forms sent to the Employer prior to Your death will be accepted.

Beneficiary designations will become effective as of the date You signed and dated the form, even if You have since died. We will not be liable for any amounts paid before receiving notice of a beneficiary change from the Employer.

In no event may a beneficiary be changed by a Power of Attorney.

**Misstatement of Age:** If the age of any Covered Person has been misstated, all amounts payable shall be such as the premium paid would have purchased at the correct age.

### **Policy Interpretation:**

We have full discretion and authority to determine eligibility for benefits and to construe and interpret all terms and provisions of the Policy. This provision applies where the interpretation of the Policy is governed by the Employee Retirement Income Security Act of 1974, as amended (ERISA).

### **Insurance Fraud:**

Insurance Fraud occurs when You, Your Dependents and/or Your Employer provide Us with false information or file a claim for benefits that contains any false, incomplete or misleading information with the intent to injure, defraud or deceive Us. It is a crime if You, Your Dependents and/or Your Employer commit insurance fraud. We will use all means available to Us to detect, investigate, deter and prosecute those who commit insurance fraud. We will pursue all available legal remedies if You, Your Dependents and/or Your Employer perpetrate insurance fraud.

**Assignment:** Except for the dismemberment benefits under the Accidental Death and Dismemberment Benefit, You have the right to absolutely assign Your rights and interest under the Policy including, but not limited, to the following:

- (a) the right to make any contributions required to keep the insurance in force;
- (b) the right to convert; and
- (c) the right to name and change a beneficiary.

We will recognize any absolute assignment made by You under the Policy, provided:

- (a) it is duly executed; and
- (b) a copy is acknowledged and on file with Us.

We and the Policyholder assume no responsibility:

- (a) for the validity or effect of any assignment; or
- (b) to provide any assignee with notices which We may be obligated to provide to You.

You do not have the right to collaterally assign Your rights and interest under the Policy.

**Unpaid Premium:** Upon the payment of a claim, any premium then due and unpaid may be deducted from the claim payment.

**Conformity with State Statutes:** Any provision of the Policy which, on its effective date, conflicts with any applicable law is amended to meet the minimum requirements of the law.

**Time Periods:** All periods begin and end at 12:01 A.M., Standard Time at the place where the Policy is delivered.

**Workers' Compensation:** The Policy does not replace Workers' Compensation or affect any requirement for Workers' Compensation coverage.

**NOTICE CONCERNING COVERAGE  
LIMITATIONS AND EXCLUSIONS UNDER THE  
OHIO LIFE AND HEALTH INSURANCE  
GUARANTY ASSOCIATION ACT**

Residents of Ohio who purchase life insurance, annuities or health insurance should know that the insurance companies licensed in this state to write these types of insurance are members of the Ohio Life and Health Insurance Guaranty Association. The purpose of this association is to assure that policyholders will be protected, within limits, in the unlikely event that a member insurer becomes financially unable to meet its obligations. If this should happen, the guaranty association will assess its other member insurance companies for the money to pay the claims of insured persons who live in this state and, in some cases, to keep coverage in force. The valuable extra protection provided by these insurers through the guaranty association is not unlimited, however. And, as noted in the box below, this protection is not a substitute for consumers' care in selecting companies that are well-managed and financially stable.

**The Ohio Life and Health Insurance Guaranty Association may not provide coverage for this policy. If coverage is provided, it may be subject to substantial limitations or exclusions, and require continued residency in Ohio. You should not rely on coverage by the Ohio Life and Health Insurance Guaranty Association in selecting an insurance company or in selecting an insurance policy.**

**Coverage is NOT provided for your policy or any portion of it that is not guaranteed by the insurer or for which you have assumed the risk, such as a variable contract sold by prospectus. You should check with your insurance company representative to determine if you are only covered in part or not covered at all.**

**Insurance companies or their agents are required by law to give or send you this notice. *However, insurance companies and their agents are prohibited by law from using the existence of the guaranty association to induce you to purchase any kind of insurance policy.***

**Ohio Life and Health Insurance Guaranty Association  
1840 Mackenzie Drive  
Columbus, OH 43220**

**Ohio Department of Insurance  
50 West Town Street  
Third Floor-Suite 300  
Columbus, OH 43215**

The state law that provides for this safety-net coverage is called the Ohio Life and Health Insurance Guaranty Association Act. On the back of this page is a brief summary of this law's coverages, exclusions and limits. This summary does not cover all provisions of the law nor does it in any way change anyone's rights or obligations under the act or the rights or obligations of the guaranty association.

(please turn to next page)

## COVERAGE

Generally, individuals will be protected by the life and health insurance guaranty association if they live in Ohio and hold a life or health insurance contract, annuity contract, unallocated annuity contract; if they are insured under a group insurance contract, issued by a member insurer; or if they are the payee or beneficiary of a structured settlement annuity contract. The beneficiaries, payees or assignees of insured persons are protected as well, even if they live in another state.

## EXCLUSIONS FROM COVERAGE

However, persons holding such policies are **not** protected by this association if:

- they are eligible for protection under the laws of another state (this may occur when the insolvent insurer was incorporated in another state whose guaranty association protects insureds who live outside that state);
- the insurer was not authorized to do business in this state;
- their policy was issued by a medical, health or dental care corporation, an HMO, a fraternal benefit society, a mutual protective association or similar plan in which the policyholder is subject to future assessments, or by an insurance exchange.

The association also does **not** provide coverage for:

- any policy or portion of a policy which is not guaranteed by the insurer or for which the individual has assumed the risk, such as a variable contract sold by prospectus;
- any policy of reinsurance (unless an assumption certificate was issued);
- interest rate yields that exceed an average rate;
- dividends;
- credits given in connection with the administration of a policy by a group contract holder;
- employers' plans to the extent they are self-funded (that is, not insured by an insurance company, even if an insurance company administers them).

## LIMITS OF AMOUNT OF COVERAGE

The act also limits the amount the association is obligated to pay out: The association cannot pay more than what the insurance company would owe under a policy or contract. Also, for any one insured life, the association will pay a maximum of \$300,000, except as specified below, no matter how many policies and contracts there were with the same company, even if they provided different types of coverages. The association will not pay more than \$100,000 in cash surrender values, \$500,000 in major medical insurance benefits, \$300,000 in disability or long-term care insurance benefits, \$100,000 in other health insurance benefits, \$250,000 in present value of annuities, or \$300,000 in life insurance death benefits. Again, no matter how many policies and contracts there were with the same company, and no matter how many different types of coverages, the association will pay a maximum of \$300,000, except for coverage involving major medical insurance benefits, for which the maximum of all coverages is \$500,000.

***Note to benefit plan trustees or other holders of unallocated annuities (GICs, DACs, etc.) covered by the act:*** For unallocated annuities that fund governmental retirement plans under §§401, 403(b) or 457 of the Internal Revenue Code, the limit is \$250,000 in present value of annuity benefits including net cash surrender and net cash withdrawal per participating individual. In no event shall the association be liable to spend more than \$300,000 in the aggregate per individual, except as noted above. For covered unallocated annuities that fund other plans, a special limit of \$1,000,000 applies to each contract holder, regardless of the number of contracts held with the same company or number of persons covered. In all cases, of course, the contract limits also apply.

For more information about the Ohio Life & Health Insurance Guaranty Association, visit our website at: [www.olhiga.org](http://www.olhiga.org).  
As of 12/22/2015

**ERISA INFORMATION  
THE FOLLOWING NOTICE  
CONTAINS IMPORTANT INFORMATION**

This employee welfare benefit plan (Plan) is subject to certain requirements of the Employee Retirement Income Security Act of 1974 (ERISA), as amended. ERISA requires that you receive a Statement of ERISA Rights, a description of Claim Procedures, and other specific information about the Plan. This document serves to meet ERISA requirements and provides important information about the Plan.

The benefits described in your booklet-certificate (Booklet) are provided under a group insurance policy (Policy) issued by the Hartford Life and Accident Insurance Company (Insurance Company) and are subject to the Policy's terms and conditions. The Policy is incorporated into, and forms a part of, the Plan. The Plan has designated and named the Insurance Company as the claims fiduciary for benefits provided under the Policy. The Plan has granted the Insurance Company full discretion and authority to determine eligibility for benefits and to construe and interpret all terms and provisions of the Policy.

A copy of the Plan is available for your review during normal working hours in the office of the Plan Administrator.

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**1. Plan Name**

Group Accident Plan for employees of CBIZ, INC.

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**2. Plan Number**

Group Accident - 512

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**3. Employer/Plan Sponsor**

CBIZ, INC.  
6050 Oak Tree Boulevard South, Suite 500  
Cleveland, OHIO 44131

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**4. Employer Identification Number**

22-2769024

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**5. Type of Plan**

Welfare Benefit Plan providing Group Accident coverage.

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**6. Plan Administrator**

CBIZ, INC.  
6050 Oak Tree Boulevard South, Suite 500  
Cleveland, OHIO 44131

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7. **Agent for Service of Legal Process**

For the Plan

CBIZ, INC.  
6050 Oak Tree Boulevard South, Suite 500  
Cleveland, OHIO 44131

For the Policy:

Hartford Life and Accident Insurance Company  
One Hartford Plaza  
Hartford, Connecticut 06155

In addition to the above, Service of Legal Process may be made on a plan trustee or the plan administrator.

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8. **Sources of Contributions** The Employer pays the premium for the insurance, but may allocate part of the cost to the employee, or the employee may pay the entire premium. The Employer determines the portion of the cost to be paid by the employee. The insurance company/provider determines the cost according to the rate structure reflected in the Policy of Incorporation.
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9. **Type of Administration** The plan is administered by the Plan Administrator with benefits provided in accordance with the provisions of the applicable group plan.
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10. The Plan and its records are kept on a Calendar Year basis.
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11. **Labor Organizations**

None

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12. **Names and Addresses of Trustees**

None

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13. **Plan Amendment Procedure**

The Plan Administrator reserves full authority, at its sole discretion, to terminate, suspend, withdraw, reduce, amend or modify the Plan, in whole or in part, at any time, without prior notice.

## **STATEMENT OF ERISA RIGHTS**

As a participant in the Plan you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA), as amended. ERISA provides that all Plan participants shall be entitled to:

### **1. Receive Information About Your Plan and Benefits**

- a) Examine, without charge, at the Plan Administrator's office and at other specified locations, such as worksites and union halls, all documents governing the Plan, including insurance contracts and collective bargaining agreements, and a copy of the latest annual report (Form 5500 Series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.
- b) Obtain, upon written request to the Plan Administrator, copies of documents governing the operation of the Plan, including insurance contracts and collective bargaining agreements, and copies of the latest annual report (Form 5500 Series) and updated summary Plan description. The administrator may make a reasonable charge for the copies.
- c) Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.

### **2. Prudent Actions by Plan Fiduciaries**

In addition to creating rights for Plan participants ERISA imposes duties upon the people who are responsible for the operation of the employee benefit Plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

### **3. Enforce Your Rights**

If your claim for a welfare benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator. If you have a claim for benefits which is denied or ignored, in whole or in part, you may file suit in a state or Federal court. If the Plan requires you to complete administrative appeals prior to filing in court, your right to file suit in state or Federal court may be affected if you do not complete the required appeals. If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a Federal court. The court will decide who should pay court costs and legal fees. If you are successful the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

### **4. Assistance with Your Questions**

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan Administrator, you should contact the nearest office of the Employee Benefits Security Administration (formerly known as the Pension and Welfare Benefits Administration), U.S. Department of Labor, listed in your telephone directory or the Division of Technical Assistance and Inquiries, Employee Benefits Security Administration, U.S. Department of Labor, 200 Constitution Avenue N.W., Washington, D.C. 20210. You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of the Employee Benefits Security Administration.

## **CLAIM PROCEDURES**

The Plan has designated and named the Insurance Company as the claims fiduciary for benefits provided under the Policy. The Plan has granted the Insurance Company full discretion and authority to determine eligibility for benefits and to construe and interpret all terms and provisions of the Policy.



## Claims for Benefits

If you or your authorized representative would like to file a claim for benefits for yourself or your insured dependents, you or your authorized representative should obtain a claim form(s) from your Employer or Plan Administrator. The applicable section of such form(s) must be completed by (1) you, (2) the Employer or Plan Administrator and (3) the attending physician or hospital. Following completion, the claim form(s) must be forwarded to the Insurance Company's claim representative. The Insurance Company will evaluate your claim and determine if benefits are payable.

The Insurance Company will make a decision no more than 90 days after receipt of your properly filed claim. However, if the Insurance Company determines that special circumstances require an extension, the time for its decision will be extended for an additional 90 days, provided that, prior to the beginning of the extension period, the Insurance Company notifies you in writing of the special circumstances and gives the date by which it expects to render its decision. If extended, a decision shall be made no more than 180 days after your claim was received. If the Insurance Company approves your claim, the decision will contain information sufficient to reasonably inform you of that decision.

However, any adverse benefit determination will be in writing and include: 1) specific reasons for the decision; 2) specific references to Policy provisions on which the decision is based; 3) a description of any additional material or information necessary for you to perfect the claim and an explanation of why such material or information is necessary; 4) a description of the review procedures and time limits applicable to such, and 5) a statement that you have the right to bring a civil action under section 502(a) of ERISA after you appeal our decision and after you receive a written denial on appeal.

## Appealing Denials of Claims for Benefits

On any wholly or partially denied claim, you or your representative must appeal once to the Insurance Company for a full and fair review. You must complete this claim appeal process before you file an action in court. Your appeal request must be in writing and be received by the Insurance Company no later than the expiration of 60 days from the date you received your claim denial. As part of your appeal:

1. you may request, free of charge, copies of all documents, records, and other information relevant to your claim; and
2. you may submit written comments, documents, records and other information relating to your claim.

The Insurance Company's review on appeal shall take into account all comments, documents, records and other information submitted by you relating to the claim, without regard to whether such information was submitted or considered in the initial benefit determination.

The Insurance Company will make a final decision no more than 60 days after it receives your timely appeal. However, if the Insurance Company determines that special circumstances require an extension, the time for its decision will be extended for an additional 60 days, provided that, prior to the beginning of the extension period, the Insurance Company notifies you in writing of the special circumstances and gives the date by which it expects to render its decision. If extended, a decision shall be made no more than 120 days after your appeal was received. If the Insurance Company grants your claim appeal, the decision will contain information sufficient to reasonably inform you of that decision.

However, any final adverse benefit determination on review will be in writing and include: 1) specific reasons for the decision and specific references to the Policy provisions on which the decision is based, 2) a statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to the claim, 3) a statement of your right to bring a civil action under section 502(a) of ERISA, and 4) any other notice(s), statement(s) or information required by applicable law.

**The Plan Described in this Booklet  
is Insured by the**

**Hartford Life and Accident Insurance Company  
Hartford, Connecticut  
Member of The Hartford Insurance Group**