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Disclaimer

This is an overview and summary of the Libcare services and benefits. Every attempt has been made to ensure complete accuracy of this Member Guide. However, in the event of a conflict between this guide and the registered Rules of the Scheme, the Rules will prevail. E & OE.

Libcare 2019

Libcare is a restricted membership medical scheme registered under the Medical Schemes Act 131 of 1998. Libcare provides cover for full-time permanent staff members and retirees of the Liberty Group, and their eligible dependants. Cover is provided within the common monetary area of Southern Africa.

This Guide has been prepared for new- and existing Libcare members in respect of Benefits and Contributions for 2019. Every care has been taken to ensure that as much useful- and accurate information as possible has been included.

The Guide is nevertheless an overview and summary of Libcare services and benefits. In the event of a conflict between this Guide and the registered Rules of Libcare, the Rules will prevail.

Nothing in this Guide is intended as, nor should be construed as, medical or other advice of a personal or general nature. For any advice, you should consult the appropriate professional(s).

If any changes are made to this Guide after printing, the updated version will be available on our website: www.libcare.co.za.

If you need more information, please contact the Libcare Call Centre on 0800 12 CARE (2273) (08h00 – 17h00), or send an enquiry to enquiries@libcare.co.za.

Libcare Trustees and Principal Officer



Pumeza Bam
Board-appointed Trustee



Kristin-Ann Cronjé
Member-elected Trustee



Cassim Ebrahim Sujee
Company-appointed Trustee



Stephen Fish
Chairman
Member-elected Trustee



Nobantu Masebelanga
Company-appointed Trustee



Michael Norris
Deputy Chairman
Member-elected Trustee



Leatitia Thoresson
Member-elected Trustee



Tracey Unser
Principal Officer

You would use our 0800 12 CARE (2273) number in the first instance to access all Libcare services, as all your day-to-day queries and administration are dealt with there. If you wish to raise any matter/escalation with the Scheme, you may do so through the Principal Officer at tracey.unser@libcare.co.za.

Fraud Awareness

Managing your claims - be alert

LIBCARE pays millions in member claims every year. These claims are funded by the contribution income that you as a member make to the Scheme. Fraud can significantly reduce the amount available in the Scheme to pay your claims, and also causes your contributions to be higher to cover any losses and the costs to the Scheme of maintaining fraud management processes.

LIBCARE subscribes to a whistle-blowing approach which advocates the principles of the South African Protected Disclosures Act, 26 of 2000. Therefore, in terms of this approach, all whistle-blowing reports are treated as confidential. LIBCARE has a zero tolerance approach to fraud.

You play a vital role in ensuring that the funds in your medical scheme are not subject to fraud.

Understand the claims process and check your claims

Members and dependants obtain the health service they require in accordance with their benefits, and the service provider or the member submits the resulting claims to LIBCARE. The Claims Department receives, assesses and approves payment of valid claims subject to LIBCARE rules and your available benefits.

To find out more about how to submit and check your claims for the required details, see page 33 "How to Claim". Also, keep your membership card safe and your medical scheme details confidential.

What is LIBCARE doing to protect my benefits?

Claim alerts have been implemented to ensure that all members have sight of claims which have been received against their membership, before they are processed for payment. These alerts can be distributed by email or SMS, if we have your current details on our system. We would like to encourage you to register for this service. You need to check your claims statement thoroughly for any irregularities.

Types of fraud

Medical aid fraud is one of the largest and growing problems that we are faced with in South Africa, as it contributes to the overall high cost of healthcare and occurs at all levels. The healthcare industry has identified the sources of fraud as including:

- Members and dependants
- Healthcare providers
- Employees of medical scheme administrators, and
- Other parties (e.g. non-members, or through cyber means).

Examples of types of fraud committed by these sources:

- Manipulating duplicate claims.
 - Billing for services not provided.
 - Cash arrangements - for example, healthcare providers handing out cash to members for submitting a claim to the medical scheme.
 - Dispensing merchandise to patients. For example, pharmacies dispensing groceries to members and then claiming for medicine from the medical scheme.
 - Provider syndicates sharing members' numbers and submitting false claims for members never consulted with.
 - Billing for brand name medicine while providing the member with cheaper generic medicine.
 - Altering or tampering with prescriptions by pharmacies - for example, two types of medicine are prescribed, recorded on the script and dispensed. The pharmacy enters two additional types of medicine on the script and claims for more.
 - Re-submitting claims that have been rejected previously. For example, changing the claims information on rejected claims and re-submitting until these meet the scheme rules and are paid.
 - Kickbacks - the healthcare provider receiving cash paybacks for referring patients to a specific hospital or healthcare provider.
 - Charging more than once for the same service.
 - Claiming for services already paid.
-

- Dispensing sunglasses but claiming for optical lenses or contact lenses.
- Over servicing, for example, the healthcare provider requests patients to come back for a follow up visit unnecessarily.
- Using invalid tariff codes.
- Inflating of claims.
- Billing for different medicine package sizes to that dispensed.
- Disguised treatment.
- Dispensing excessive quantities of medicine.
- Medical scheme card fraudulently used – for example, a member lending out his medical scheme card to family members or friends who are not registered to use the benefits of the medical scheme.
- Collusion with other parties to defraud the medical scheme.
- Abuse of benefits.
- Fraudulent foreign claims.
- Enrolling or maintaining the registration of ineligible dependants.
- Failing to notify the scheme when a member/dependant is no longer eligible to remain registered.
- Dual membership, e.g. member or dependant belonging to more than one medical aid scheme at the same time.
- Non-disclosure of prior ailments/treatment on an application form.
- Disclosure of incorrect or misleading information on an application form.

If you suspect any fraud has been committed, report it to Libcare's confidential Fraud Hotline 0800 212 638

Useful Information

Libcare Rate

National Health Reference Price List (NHRPL)

Following a Court ruling in September 2010, and at date of printing this Guide, there is no National Health Reference Price List to which medical schemes and medical services providers can make reference in terms of how much will be reimbursed for medical services. There is therefore more likelihood that what various medical service providers charge for their services will be different to what medical schemes reimburse for those services, and that, to avoid having to keep a database of what each medical scheme charges, some providers may start to charge patients on a cash up-front basis.

Libcare Rate

- The Libcare Rate means the maximum amount of money the Scheme will pay for a particular medical expense (e.g. consultations, medicines, procedures, examinations, etc).
- Libcare consults and reviews the information issued by a range of experts to arrive at the Libcare Rate. These include the South African Medical Association, the Department of Health, Libcare actuaries and other expert sources.
- The Libcare Rate for every single expense is determined annually as medical costs change.
- Because there are so many different medical expenses, there is no printed list of the Libcare Rates. If you or your doctor want to know what the Libcare Rate is for a particular item or procedure, please phone Libcare on 0800 12 CARE (2273) and make sure you have the treatment/tariff code(s) on hand*.

*** Note:** This is an indication of the amount payable, but not confirmation of payment, as payment is subject to all codes charged and the availability of benefits at the time the claim is submitted.

Some healthcare providers charge within the Libcare Rate and some don't

- If your provider charges more than the Libcare Rate, you must pay the difference between the Libcare Rate and his or her fee.
- If you have a positive balance in your Medical Savings Facility, the difference charged will be paid out automatically from your positive savings balance in your Medical Savings Facility.
- If you do not have a positive balance in your Medical Savings Facility, you will have to pay for these expenses out of your own pocket.
- You have the power to try to negotiate fees. Many providers will charge the Libcare Rate, or at least lower their fees, if you ask them to or if you pay cash at the time of service.

Benefit availability

Make sure you can afford the treatment

- Libcare can confirm if you are eligible for a particular investigation, treatment or procedure in terms of the Scheme Rules, as well as advise you whether you have funds available to pay for it. However, it is up to you to confirm that you have funds available by checking with Libcare by referring to the Benefit Table on page 35, and asking the doctor or hospital what they will charge for your investigation, treatment or procedure.
- Remember, there are limits on certain categories of expenses, and you will be personally responsible for any amount over those limits.
- If other claims are processed before the claim for the treatment confirmed as above comes in, then that will affect the payment of the confirmed claims.
- A 30% co-payment will apply if you fail to obtain pre-authorisation, except in the case of treatment in a casualty facility where failure to obtain authorisation within 48 hours after the treatment in the facility will result in claims being reimbursed from available funds in your Medical Savings Facility (MSF).

Informed Consent about Your Treatment and Associated Costs

When you consult with a health professional, s/he is in the best position to provide you with information about your health and any investigations, treatment, screening or research that they wish to undertake. The Health Professions Council of South Africa (HPCSA) has Ethical Guidelines for health professionals. In particular, the Ethical Guidelines for Informed Consent set out the principles of good practice which all health care practitioners are expected to follow when seeking patients' informed consent to investigations, treatment, screening or research. These guidelines also make reference to the National Health Act, which requires patients to be given information about:

- The patient's health status, except in circumstances where there is substantial evidence that the disclosure of the patient's health status would be contrary to the best interests of the patient;
- The range of diagnostic procedures and treatment options generally available to the patient;
- The benefits, risks, costs and consequences generally associated with each option; and
- The patient's right to refuse health services, and an explanation of the implications, risks and obligations of such refusal.
- Patients have a right to information about any condition or disease from which they are suffering. This information should be presented in a language that the patient understands. The information which patients want or ought to know, before deciding whether to consent to treatment or an investigation, includes:
 - Details of the diagnosis and prognosis, and the likely prognosis if the condition is left untreated;
 - Uncertainties about the diagnosis, including options for further investigation prior to treatment;
 - Options for treatment or management of the condition, including the option not to treat;
 - The purpose of a proposed investigation or treatment; details of the procedures or therapies involved, including subsidiary treatment such as methods of pain relief; how the patient should prepare for the procedure; and details of what the patient might experience during or after the procedure including common and serious side effects;
 - For each option, explanations of the likely benefits and the probabilities of success; and discussion of any serious or frequently-occurring risks, and of any lifestyle changes which may be caused or necessitated by the treatment;
 - Advice about whether a proposed treatment is experimental;
 - How and when the patient's condition and any side effects will be monitored or re-assessed;
 - The name of the doctor who will have overall responsibility for the treatment and, where appropriate, names of the senior members of his or her team;
 - Whether students will be involved, and the extent to which students may be involved in an investigation or treatment;
 - A reminder that patients can change their minds about a decision at any time;
 - A reminder that patients have a right to seek a second opinion;
 - Where applicable, details of costs or charges which the patient may have to meet.

[Source: HPCSA Ethical Guidelines Booklet 4 www.hpcs.co.za accessed November 2017]

Medicine Pricing

Branded vs Generic Medication

- Ethical/branded/original (in this section collectively referred to as 'branded') medicines are those which are patented and can only be manufactured and marketed by the patent holder. When the patent expires after a statutory period of 20 years, other players may then manufacture similar products under a different name.
- These similar products are known as generic substitutes – medicines within a specific generic group are either identical to one another (except for their appearance or their packaging) or otherwise very similar (for example, only the inactive ingredients differ slightly). Therefore, a given illness can be treated with any one medicine within such a group. Generics are usually considerably cheaper than the original brand, sometimes even up to 50% less, since the manufacturer does not bear the costs of research and development of the original product.
- The prescribing doctor is not always aware of new alternatives, whereas the pharmacist should be on the cutting edge of developments in the industry. Thus the onus is on your pharmacist, not your doctor, to tell you that there are generic alternatives to drugs you have been prescribed.
- Libcare funds chronic and acute medicine subject to Generic Reference Pricing. Generic Reference Pricing is a system that uses a benchmark (reference) price for generically similar products. It is a guide for the maximum amount that Libcare will pay.

Co-payments

Note: It is possible to incur co-payments on your chronic medication.

- Clinical protocols and guidelines apply to the treatment of - and funding for a chronic condition. These take into consideration cost-effectiveness and clinical appropriateness.
- You will have to self-fund amounts over the Generic Reference Price, as this difference in price may not be paid from your Medical Savings Facility.
- To avoid such co-payments, please discuss the use of generics with your doctor or pharmacist.

Prescribed Minimum Benefits (PMBs)

Definition

The Prescribed Minimum Benefits (PMBs) are a set of defined benefits to ensure that all medical scheme members have access to certain minimum health services, regardless of the benefit option they have selected on their medical aid. Libcare has to cover the minimum health services related to the diagnosis, treatment and care of:

- any emergency medical condition, as defined;
- a limited set of 270 medical conditions (defined in the 'Diagnosis Treatment Pairs' in legislation);
- and 26 chronic conditions (defined in the Chronic Disease List).

Each of the 270 PMB conditions is linked to a broadly-defined treatment protocol referred to as Diagnosis Treatment Pairs (DTPs). The treatment standards in question are the public sector practice and protocols. In the case of the chronic diseases specified in the Chronic Disease List (CDL), the treatment algorithms that have been published in the Government Gazette are the minimum treatment requirement.

ICD 10

ICD 10 stands for International Classification of Diseases and Related Health Problems (10th revision). These codes are used to inform medical schemes about what conditions their members were treated for so that claims can be settled correctly, e.g. J03.9 is the ICD 10 code for acute tonsillitis.

Because ICD 10 codes provide accurate information on the condition you have been diagnosed with, these codes help the medical scheme to determine which benefits you are entitled to and how these benefits could be paid. In terms of legislation, your treating provider must include the ICD 10 code on your account.

This becomes very important if you have a PMB condition, as these can only be identified by the correct ICD 10 codes. Therefore, if the incorrect ICD 10 codes are provided, your PMB-related services might be paid from the incorrect benefit (such as from your Medical Savings Facility), or it might not be paid at all if your day-to-day or in-hospital benefit limits have been exhausted.

Co-payments

- There are no co-payments on PMB conditions except when members choose not to make use of the Scheme's listed treatments and medicines. Members either have to pay the difference between the actual cost and what the Scheme would have paid, or the percentage co-payment as registered in the Scheme Rules.
- In terms of legislation, co-payments for PMB claims cannot be recovered from the Medical Savings Facility.

Should you or your dependant(s) have more than 24 months' continuous cover with a registered South African Medical Scheme and the break between leaving the latest scheme and date of application to Libcare is less than 90 days, a 3-month general waiting period will be applied but you/affected dependant will be entitled to claim for Prescribed Minimum Benefits.

If you or your dependants(s) were not previously on a medical scheme when you apply to register on Libcare, or if your break between leaving your last scheme and applying to join Libcare is more than 90 days, there will be no cover for Prescribed Minimum Benefits during waiting periods that may be applied.

For more information on PMBs, see the Council for Medical Schemes (CMS) website www.medicalschemes.com.

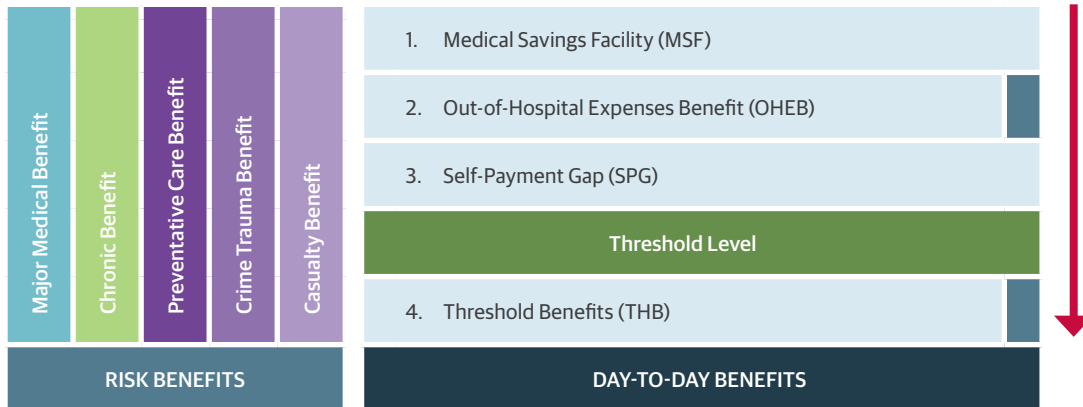
Ex Gratia Assistance

Ex Gratia is discretionary assistance (i.e. is not a benefit entitlement) which a medical scheme may consider providing in membership, clinical or other cases, where a member suffers undue hardship. Medical schemes are not obliged to grant ex gratia requests and members have no statutory right thereto.

[Source: CMS Consumer FAQ – www.medicalschemes.com accessed December 2015]

Libcare has an Ex Gratia Sub-Committee which considers ex gratia requests. There is no guarantee of a positive grant of assistance if a request is made through this forum, but it is the appointed governance route for such requests. You may request an Ex Gratia application form from the Libcare Contact Centre on 0800 12 CARE (2273).

Libcare 2019: Benefit Design



The arrow shows the order – from 1 to 4 – in which eligible day-to-day claims are paid from each available benefit as they are received, and how these claims accumulate to the Threshold Level from 1 to 3.

Risk Benefits include the Day-to-Day Benefits in the purple block.

Each of the benefits in the diagram is explained in more detail in the following sections:

- Risk Benefits – refer to page 10.
- Day-to-Day Benefits – refer to page 24.

Risk Benefits

Major Medical Benefits

Examples of expenses covered by this benefit are:

- Hospitalisation
- Disease Management
- Day Procedures
- Dental Surgery
- MRI/CT and/or Radio-Isotope scans (in-hospital and out-of-hospital)
- Emergency Transport

What is not covered under this benefit

You will be responsible for any amount that is billed in excess of the Libcare rate or that exceeds available benefits, if applicable, as well as any components that had not been pre-approved for your hospital stay and co-payments that may be applied due to not obtaining pre-authorisation on time. Your portion of the costs will be automatically drawn from your Medical Savings Facility, if you have a positive balance available, otherwise you will have to pay them from your own pocket. There are specific medical expenses that Libcare does not cover, not even from a positive balance in your Medical Savings Facility. For more information please also check the summary of exclusions on page 42 of this Guide or contact Libcare.

Cover while you're in hospital

Libcare will pay up to a maximum of the Libcare Rate (and up to the available benefit limit, if applicable) for approved procedures and consultations during your stay in hospital, including:

- ward rates (Libcare will pay for a general ward in a private hospital)
- GP and Specialist (e.g. anaesthetist) fees
- medicines obtained on the same day you are discharged, subject to the sub-limit.

How to manage your Major Medical Benefits and claims:

- Confirm that the particular **procedure** is covered in terms of the Scheme Rules, and obtain pre-authorisation for the procedure and hospital stay.
 - Confirm that you have **funds available** by checking with Libcare or referring to the Benefit Table on page 35 as there are **limits** for certain benefit categories, and you will be personally responsible for any amount over those limits.
 - Ask the doctor, surgeon and anaesthetist what they will charge for your procedure – remember – **you have to pay for costs above the Libcare Rate yourself**. Your portion of the costs will be automatically drawn from a positive balance in your Medical Savings Facility. If not, you will have to pay them from your own pocket.
 - There are specific medical expenses that Libcare does not cover, even from a positive balance in your Medical Savings Facility. For more information please also check the **summary of exclusions** on page 42 of this Guide or contact Libcare.
 - See also page 6 – Benefit Availability.
-

How to request pre-authorisation

Libcare will only pay if you obtain pre-authorisation for Major Medical Procedure/s and/or admission to hospital. The pre-authorisation process alerts Libcare that a member/dependant is scheduled for a Major Medical Procedure and/or admission to hospital, and you, the doctor and hospital can be informed beforehand to what extent the treatment will be covered by Libcare. Please note that in-hospital specialised radiology services (MRI/CT and/or Radio-Isotope scans) require additional, separate pre-authorisation.

A 30% co-payment will apply if you fail to obtain pre-authorisation timeously.

DOCTOR/MEMBER CONTACTS LIBCARE HOSPITAL APPROVALS

Medical Emergency

Contact Libcare within 48 working hours after admission or, if it is a weekend or public holiday, on the next working day. If you do not, your treatment might not be covered.

Tel:
0800 12 CARE (2273)
Email:
approvals@libcare.co.za

Planned Procedure

Planned Procedures

Contact Libcare at least 48 hours prior to admission. Certain procedures may require additional information to be submitted for the pre-authorisation process. Therefore, you should allow sufficient time for this before your admission.

The following information MUST be provided:

- Your membership number
- The name and date of birth of the member or dependant who is going to be hospitalised
- The reason for admission and the applicable treatment/tariff code(s) for the proposed procedure (the doctor or hospital should be able to provide the treatment/tariff code(s))
- The date of admission and proposed date of the procedure
- The name of the doctor and his or her telephone and practice number
- The name of the hospital and its telephone and practice numbers
- The provider's name and practice number, if the procedure (e.g. an MRI or dialysis) will be performed on an outpatient/outside a hospital basis
- The relevant ICD 10 diagnostic code(s)

Please note: Should you know of a procedure that will be taking place, contact the pre-authorisation department well in advance, in case additional information is required.

If your request for pre-authorisation is granted, you will receive these details:

- an authorisation number, which you will need to provide to the hospital admissions clerk
- the approved number of days in hospital (if a stay is required)
- the approved treatment/tariff code(s)

If you need to stay in the hospital longer than your initial approved length of stay, your doctor, the hospital case manager or a family member must inform Libcare Hospital Approvals ahead of the increase in length of stay. Additional days may be approved during your hospital stay:

- if the request meets clinically-appropriate criteria
- if within the Scheme Rules
- if benefits are available

Dental Surgery

- Only the specified procedures (including all costs, e.g. day clinic, hospital, dentist or surgeon and anaesthetist) will be covered up to the limit, subject to pre-authorisation, whether done in- or out-of-hospital.
- Note: Orthognatic surgery (e.g. jaw alignment) is an exclusion in terms of the Scheme rules.
- Note: For dental implants, pre-authorisation is required and all related clinical information as well as a full quotation must be supplied for assessment. Pre-authorisation is strictly subject to the benefit limit and funds available at the time of the procedure, and in no way guarantees payment in full.

Out-of-Hospital MRI/CT and/or Radio-Isotope scans

- The first two out-of-hospital MRI/CT and/or Radio-Isotope scans per family may be paid from the Major Medical Benefit subject to pre-authorisation and clinical protocols.
- Thereafter, if you or a dependant require a MRI/CT and/or Radio-Isotope scan, it will be payable from the available Medical Savings Facility (MSF) and Out-of-Hospital Expenses Benefit (OHEB).

Crime Trauma Benefit

This benefit is designed to help you cover the costs of medical expenses and treatment incurred as a result of the following events, as long as it is charged for in line with the Libcare Rate:

- Hijacking and/or attempted hijacking
- Murder or attempted murder
- Assault or attempted assault including sexual assault
- Rape or attempted rape
- Robbery (including armed robbery) or attempted robbery

Medical expenses and treatment for the following will be paid (refer to page 35 for specific limits):

- Consultations with registered psychologists, psychiatrists and social workers
- HIV prophylaxis prevention treatment following rape
- Rehabilitation directly related to the crime trauma
- Cover is limited to a maximum of 12 months after the event, and, if treatment proceeds into a new benefit year, the new year's Rules will apply.

If you have been a victim of any of the events listed::

- Report the crime to the police
- Contact Libcare on 0800 12 CARE (2273)
- Libcare requires the name of the police station as well as the case number to authorise payment from the Crime Trauma Benefit.

Casualty Benefit: After-hours emergencies and physical injury emergencies

Normally, if you are treated at a casualty facility, this is regarded as an out-of-hospital event. Fees would therefore be paid from of your available day-to-day benefits (MSF, OHEB or Threshold) and not from the Major Medical Benefit. Treatment in an emergency room or casualty facility that leads to pre-authorised hospitalisation will be covered from your hospitalisation benefit. If not authorised, it will be subject to your other available day-to-day benefits. All claims will be processed in line with the Libcare Rate.

However, for after-hours emergencies and authorised physical injury emergency treatment obtained at any time, Libcare provides cover to pay for consultations associated with visits to the emergency room or casualty facility of a private hospital (refer to page 35), under the following conditions:

- Cover under this benefit for after-hours emergencies is linked to the time treatment is obtained and the treatment codes for the event. "After-hours" is the period that falls outside of doctors' consulting hours (6pm-8am weekdays and public holidays).
 - Cover excludes claims for non-emergency care, such as routine consultations.
-

Authorisation

You must obtain an authorisation number within 48 hours of the event, in order for the treatment to be covered from the Casualty Benefit. The ICD 10 code (International Classification of Diseases Code) will drive the authorisation as it gives the exact diagnosis and nature of emergency. Refer to page 11 for the authorisations process.

Claims payment

Some hospitals/casualty facilities will send the account to Libcare, others will ask for payment at the time of service. If you pay the hospital/casualty facility, forward the paid account with a receipt attached to Libcare for reimbursement from your available benefits.

Day Procedures

Certain day procedures can be done in the Doctors' rooms e.g. vasectomy, gastroscopy and needle aspiration of joint, bursa or ganglion (refer to page 35). These procedures do not require pre-authorisation. Please contact Libcare on 0800 12 CARE (2273) to check whether your day procedure will be covered from the Major Medical Benefit.

Pre-Operative Surgical Fitness Assessment Pilot Programme

A programme to pro-actively identify high-risk patients who are scheduled for complex elective surgery, using evidence-based clinical criteria; these patients are assessed pre-operatively to ensure they are clinically ready/fit for surgery.

Emergency Transport

As a member of Libcare, you have access to emergency response and evacuation. Netcare 911 provides emergency transport in South Africa as well as in Namibia, Botswana, Swaziland, Lesotho or Mozambique (as far north as Beira or Vilanculos along the coast).

Their services include:

- emergency medical response by road or air to the scene of a medical emergency.
- transfer of life-saving medication and emergency blood to the scene of an accident.
- transfer by road or air to the most appropriate medical facility when medically justified according to Netcare 911 medical protocols.
- inter-hospital transfers (one way), when medically justified according to Netcare 911 medical protocols and motivated by a medical practitioner.

Please note: If you use the services of another provider for emergency transportation, you must notify Netcare 911 within 48 hours. Failure to do so may result in you being held liable for payment of the service.

Cover when travelling overseas

Libcare cover only extends to the common monetary area of Southern Africa. If you or your dependants are travelling out of South Africa, you need to arrange your travel insurance privately. Contact your travel agency in this regard.

Disease Management Programmes

The following list of programmes is available to you or your dependants on all the various treatments available for you to manage your condition/s.

Tel: 0800 12 CARE (2273)
Email: diseasemanagement@libcare.co.za
Web: www.libcare.co.za

Asthma Management Programme

This programme provides information to help the patient understand and manage the condition.

This includes information on:

- How to manage the condition
- Using inhalers and peak flow meters
- How to reduce asthma symptoms without affecting lifestyle
- How to reduce the number of hospital and emergency room visits

Bipolar Management Programme

This programme provides information to help the patient understand and manage the condition.

This includes information on:

- Healthy eating habits and exercise
- Advice on the importance of being compliant with prescribed medication
- Addressing any side effects of the medication

Cardiac Management Programme

This programme provides information regarding lifestyle choices. Information relating to medicine compliance can also be given.

This includes information on:

- Blood pressure management
- Weight loss
- How to stop smoking
- Healthy eating habits and exercise

Epilepsy Management Programme

This programme provides information on the various triggers.

This includes information on:

- The importance of being compliant with prescribed medication
 - Addressing any side effects of the medication
 - Healthy eating habits and exercise
 - The benefits available as per our treatment plan
-

Hyperlipidaemia Management Programme

This programme aims to help you understand the condition and to provide information on the risk factors of this condition e.g. heart attacks.

This includes information on:

- The importance of being compliant with prescribed medication
- Addressing any side effects of the medication
- Healthy eating habits and exercise
- The benefits available as per our treatment plan

Hypertension Management Programme

This programme aims to help you understand the condition and to provide information on the risk factors of this condition e.g. heart attacks.

This includes information on:

- The importance of being compliant with prescribed medication
- Addressing any side effects of the medication
- Healthy eating habits and exercise
- The benefits available as per our treatment plan

Contact details for disease management programmes:

Tel: 0800 12 CARE (2273)

Email: diseasemanagement@libcare.co.za

Web: www.libcare.co.za

Cancer/Oncology Management Programme

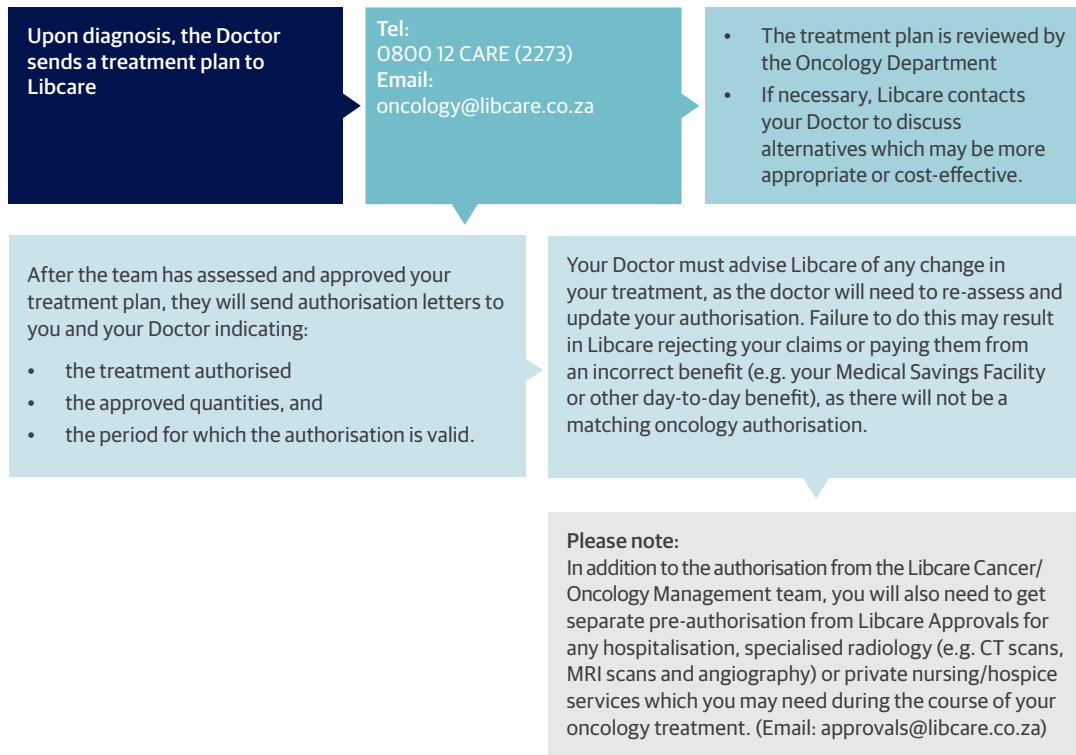
This programme manages benefits to members and dependants with cancer, once the patient is registered with the Cancer/Oncology Management Programme. If the patient is not registered, Libcare may reject the claims or pay them from the day-to-day cover (which could deplete those benefits very quickly). Once you are registered on the programme for the benefit year, Libcare provides cover up to the limits shown on the Benefit Table on page 35.

Bone Marrow Transplants

For Bone Marrow Transplants, the harvesting, transplantation and anti-rejection medication will fall under the Major Medical Benefit. Treatment prior to transplantation, such as Chemotherapy and Radiotherapy, are categorised under the Oncology Benefit. Prior approval from Libcare is required before commencing any work-up for the Bone Marrow Transplant. The treating Doctor has to send a treatment plan and any supporting documentation to the Oncology Department. Once approved, a letter of authorisation will be sent to you and to the Doctor. You will then need to contact Libcare Approvals on approvals@libcare.co.za to obtain authorisation for admission to hospital. Donor-search cover is limited to the Republic of South Africa.

Please note: No benefits will be granted without pre-authorisation having been obtained for hospitalisation and treatment for Bone Marrow Transplants. Should you have any queries with regard to the above, please contact the Oncology Management Department.

Cancer/Oncology – How to register

**Diabetic Management Programme through the Centre for Diabetes and Endocrinology (CDE)**

The CDE Diabetic Management Programme (DMP) aims to help you cope with the daily demands of living with diabetes, without the typical co-payments associated with this condition.

The CDE DMP provides you with the following minimum services per year

- 2 Doctors consultations (including specialists)
- 1 Dietician consultation
- 2 Diabetes educator consultants
- 1 Podiatry (footcare) screening
- 1 Retinal (eye) screening
- CDE Emergency Hotline access
- Diabetes educational material
- Diabetes medication and consumables
- Diabetes related blood tests

CDE has established a nationwide network of over 200 'Centres of Diabetes Excellence', each dedicated to providing optimum care at the appropriate level to individuals with diabetes. CDE DMP aims to improve management of blood glucose control, blood pressure and cholesterol, through this highly trained network.

Once you have registered, CDE will refer you to a Centre of Excellence or CDE-Accredited doctor near you.

- For more information on this benefit, contact Libcare on 0800 12 CARE (2273).
- For more information on CDE or to register, contact them on:
- Tel: 011 053 4400 (08:30 to 16:30, Monday to Thursday and 16:00 Friday)
- Email: Members@CDEDiabetes.co.za
- Web: www.CDEDiabetes.co.za

HIV/AIDS Management Programme - Confidential assistance for HIV positive beneficiaries

This programme provides access to benefits for treatment and counselling to all Scheme beneficiaries who are HIV positive, or who are exposed to the HIV virus and are at risk of infection.

This includes:

- Counselling
- Adherence monitoring
- Authorisation and access to Anti-Retroviral Treatment (ART)
- Authorisation and access to monitoring tests
- Authorisation and access to treatment for Opportunistic Infections (OIs)
- Authorisation for access to multivitamins and vaccinations
- Authorisation for Post-Exposure Prophylaxis (PEP) following accidental and unintended potential exposure to HIV
- Authorisation for Prevention of Mother-To-Child Transmission (PMTCT), including milk formula

How to register if you are HIV positive or may have been accidentally exposed to the virus

Please contact Liberty Health for an application form

Tel: 0800 12 CARE (2273)
Email: care@libcare.co.za
Fax: 021 673 8879

The Doctor completes the form and member signs consent

Please send the signed form, blood test results and a prescription to Liberty Health.

Liberty Health reviews the clinical information received

The treating Doctor will be contacted if necessary to discuss treatment options.

A medication authorisation and treatment plan will be issued to you and your Doctor

The HIV team will maintain contact with you for support, and to answer any questions you have.

If you are a new applicant for Libcare membership, you do not have to disclose your HIV status on the membership application form. Once you have submitted your Libcare membership application form, please contact the confidential HIV Management department.

Chronic Benefits

A chronic condition:

- Lasts 3 months or more and is generally permanent.
- Is usually life-threatening or life-limiting if not managed on an ongoing basis.
- Requires medication to be taken regularly.

Chronic Benefit Limit

The Chronic Benefit Limit for each member or dependant is listed in the Benefit Table on page 36. Costs that accumulate toward this limit include:

- Approved medicines for the conditions listed in List A and B below.
- Certain related expenses for conditions in List A will come from your Chronic Benefit Limit if approved by Libcare as part of a registered treatment plan.
- Other related expenses for conditions in List A, as well as those for conditions in List B, will come from your day-to-day benefits (as long as you have funds available and up to the benefit sub-limits).

Libcare will pay above the Chronic Benefit Limit for:

- Medicines for conditions in List A if approved by the Libcare Chronic Medicine Management Department.
- Certain related expenses for conditions in List A.

Payment for any chronic condition requires:

- Registering with the Libcare Chronic Medicine Management Department.
- Supplying the correct diagnostic ICD 10 code(s) when your Doctor submits claims related to the condition, subject to relevant clinical protocols and guidelines.

Libcare covers the following chronic conditions:

- List A is the legislated list of Prescribed Minimum Benefits (PMBs), which all medical schemes must cover.
- List B is the additional 38 conditions that Libcare covers.

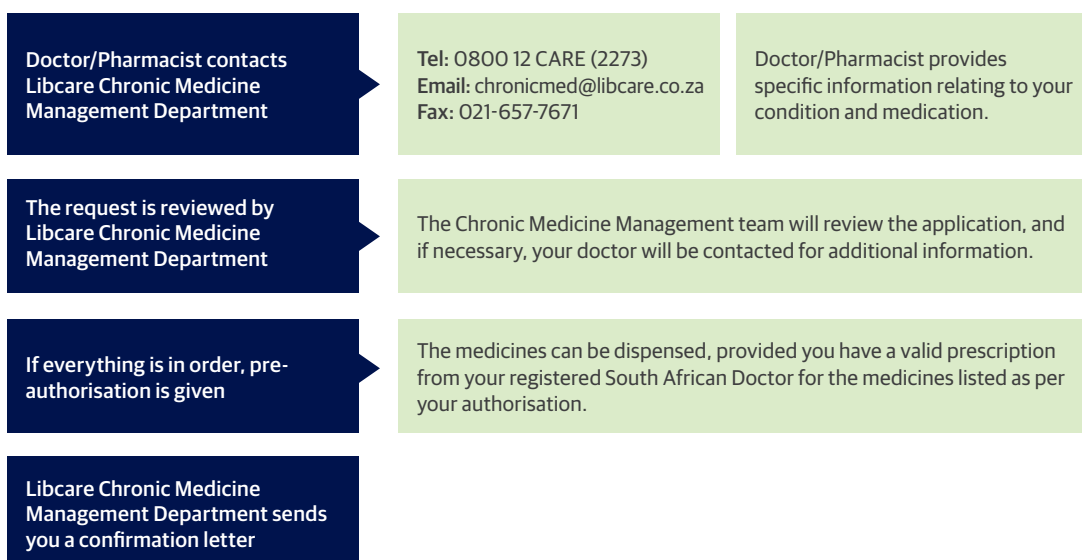
List A			
Addison's Disease	Chronic Renal Failure	Epilepsy	Multiple Sclerosis
Asthma	Coronary Artery Disease	Glaucoma	Parkinson's Disease
Bipolar Mood Disorder	Crohn's Disease	Haemophilia	Rheumatoid Arthritis
Bronchiectasis	Diabetes Insipidus	Hyperlipidaemia	Schizophrenia
Cardiac Failure	Diabetes Mellitus Types 1 and 2	Hypertension	Systemic Lupus Erythematosus
Cardiomyopathy	Dysrhythmia	Hypothyroidism	Ulcerative Colitis
Chronic Obstructive Pulmonary Disease	Anti-retrovirals for HIV/AIDS		

List B			
Allergic Rhinitis	Dystonia	Myasthenia Gravis	Prostatic Hypertrophy (benign)
Alzheimer's Disease	Eczema	Narcolepsy	Psoriasis
Ankylosing Spondylitis	Endocarditis	Osteoarthritis	Psychosis
Aplastic Anaemia	Gastric Ulcer Disease	Osteoporosis	Scleroderma
Attention Deficit Hyperactivity Disorder	Gastro Oesophageal Reflux Disease (GORD)	Paget's Disease	Thrombocytopaenia
Barrett's & Erosive Oesophagitis	Gout	Para-/Quadriplegia	Thyroid disorders (other than Hypothyroidism, which is covered in List A above)
Cushing's Syndrome	Hyperuricaemia	Pemphigus	Tourette's Syndrome
Cystic Fibrosis	Hypoparathyroidism	Peripheral Vascular Disease	TB (Tuberculosis)
Depression	Menopause Management	Pituitary Adenomas	
Dermatomyositis	Motor Neuron Disease	Post-Traumatic Stress Disorder	

Managing your chronic conditions

Chronic conditions are often expensive to manage, so it is important that you register for the Libcare Chronic Benefit to ensure your claims for your condition are paid from the correct benefits.

Chronic Benefit Registration or changes to current authorisation/prescription



Preventative Care Benefits

Libcare can help you by paying for a variety of annual consultations, procedures and vaccinations from the Preventative Care Benefit. This means that the cost will not affect your Medical Savings Facility or Out-of-Hospital Expense Benefit as long as it is charged for within the Libcare Rate, using the tariff codes listed below.

Table 1

Benefits	Age limits	Gender	Tariff codes	Description
Pap smear 1 per beneficiary	18+ years	Females	4566 4559	Vaginal or cervical smears
Cholesterol 1 per beneficiary	15+	All	0013 4027 4025	Total cholesterol blood test
Blood glucose 1 per beneficiary	All	All	4050 4057 0012	Glucose strip test Glucose : Quantitative
Immunisation for children	up to age 7	All	See table 4	See tables 3 and 4
First visit to GP 1 per beneficiary	All	All	0190 0191 0192	
Dental Benefit 1 per beneficiary, per annum	All	All	8101 8341 8163 8159	1 dental check up. 1 x 1 surface filling and 2 scale and polishes. Maximum of 4 fissure sealants per quadrant (children 12 years and younger)
2D pregnancy scans (months 3 and 6) 2 per beneficiary	All	Females	3615 3617	
Pneumonia vaccination 1 per beneficiary	65+ years	All	See table 2	See tables 3 and 4
Pneumococcal conjugated vaccine e.g. Prevenar	6 weeks to 9 months	All	See table 4	
Bone density scan 1 per beneficiary	50+	Females	3604 50120	Bone densitometry Bone densitometry
Prostate Pathology test 1 per beneficiary	50+	Males	4519	Prostate specific antigen
Mammogram 1 per beneficiary	40+	Females	3605 34100 39175 34101	Mammography: unilateral or bilateral, including ultrasound X-ray mammography including ultrasound Mammography: unilateral or bilateral
Eye test 1 per beneficiary	Up to age 21	All	11001	
Tuberculosis (allergy, skin prick test) 1 per beneficiary	All	All	0221	
HIV counselling and testing (HCT)	All	All	0016 0017 4614	
Faecal occult blood test 1 per beneficiary	50+	All	4352	
Glaucoma screening 1 per beneficiary	55+	All	3014	
Flu Vaccination	All	All	See table 2	
HPV Vaccine	9 to 18 years	Females	See table 2	
Female Contraceptives	All	Females	2565 2442	Oral and Injectable Contraceptives. Intrauterine Contraceptive Devices and Implanon NXT implants (inclusive of device and insertion)

Table 2

Benefits	Age limits	Gender	Nappi code	Description
Flu Vaccinations	All	All	812307	Agrippal s 10.5ml prefilled syringe
			711345	Fluvax pre-filled syringe 0.5ml
			711737	Fluarix prefilled syringe 0.5ml
			732826	Influvac 0.5ml
			813338	Vaxigrip single dose 0.5ml pre-filled
			838853	Mutagrip single dose 0.5ml pref adult
Pneumonia Vaccines	65 years and older	All	755826	Pneumovax vaccine
			836699	Imovax pneumo
HPV Vaccine	9 to 18 years	Females only	710020 710249	Cervarix Gardasil
TB Test	All	All	872938	Tubercilin PPD

Note: The vaccination schedule (Table 3) and list of vaccines (Table 4) are guidelines only and are subject to change.

Table 3

Age	Vaccine
Birth	BCG
	Oral Polio Vaccine
6 weeks	Oral Polio Vaccine
	Rotavirus Vaccine*
	Diphtheria ^s
	Tetanus
	Whooping Cough
	Inactivated polio vaccine
	Haemophilus influenzae B
	Hepatitis B
	Pneumococcal conjugated vaccine
10 weeks	Diphtheria ^s
	Tetanus
	Whooping Cough
	Inactivated polio vaccine
	Haemophilus influenzae B
	Hepatitis B

(Continued overleaf)

Table 3 (continued)

Age	Vaccine
14 weeks	Rotavirus Vaccine*
	Diphtheria [‡]
	Tetanus
	Whooping Cough
	Inactivated polio vaccine
	Haemophilus influenzae B
	Hepatitis B
	Pneumococcal conjugated vaccine
9 months	Measles [#]
	Pneumococcal conjugated vaccine
18 months	Measles
	Diphtheria [‡]
	Tetanus
	Whooping Cough
	Inactivated polio vaccine
	Haemophilus influenzae B
6 years	Tetanus
	Diphtheria, reduced strength

* Rotavirus vaccine should not be administered after 24 weeks of age.

[‡] Diphtheria, tetanus, whooping cough, inactivated polio, "Hepatitis B" and Haemophilus influenzae B vaccines may be administered as a 6-in-1 combined preparation.

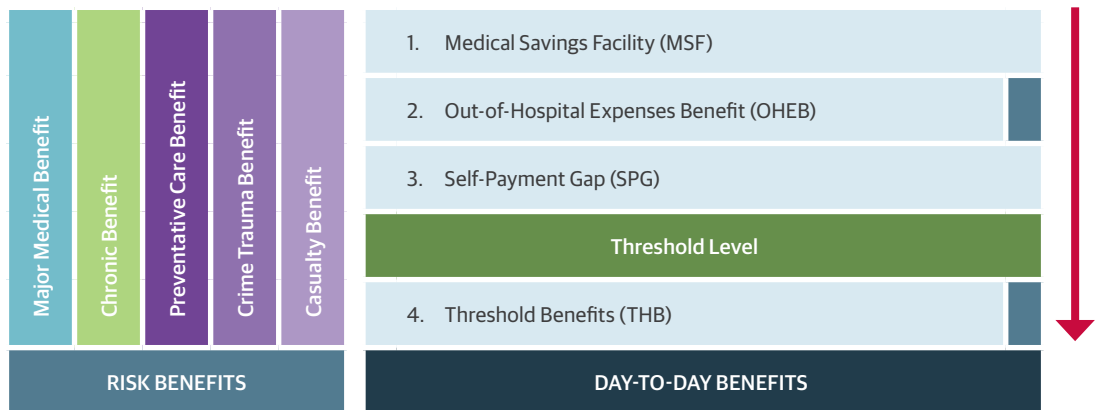
[#] Measles vaccine may be administered as measles only OR as the Measles, Mumps and Rubella (MMR) vaccine.

Note: The Nappi Codes are supplied to assist members for billing purposes at registered Healthcare Professionals (Doctors). Please contact Libcare on 0800 12 CARE (2273) to confirm the correct Nappi Code before your appointment.

Table 4

Nappi Code	Description	Immunisation Type
872962	BCG intradermal infant vial powder for reconstitution	BCG vaccine
708854	Imovax polio	Diphtheria, Polio, Tetanus
703335	Td polio 0.5ml	Diphtheria, Polio, Tetanus and Hepatitis B
700768	Tritanrix-hb 0.5ml single dose	Diphtheria, Polio, Tetanus and Whooping Cough
825158	DTP-merieux single dose syringe	Diphtheria, Tetanus and Whooping Cough
703994	Infanrix prefilled syringe 0.5ml	
711258	Tetrixim prefilled syringe 0.5ml	Diphtheria, Tetanus, Whooping Cough and Polio
707285	Infanrix hexa	Diphtheria, Tetanus, Whooping Cough, Haemophilus influenzae B, Hepatitis B and Polio
707522	Pentaxim prefilled syringe 0.5ml	Diphtheria, Tetanus, Whooping Cough, inactivated Polio vaccine and Haemophilus influenzae B
703226	Actacel-pasteur 0.5ml	Haemophilus influenzae B
813206	Act-hib single dose syringe	
834203	Combact-hib single dose syringe	
700356	Engerix-b paed (new) monodose 0.5ml	Hepatitis B
715349	Euvax b 0.5ml vial	
701657	Heberbiovac hb m/dose 10 dose 5ml paed	
701658	Herberbiovac hb sgi dose 0.5ml paediatric	
825522	Rouvax single dose syringe	Measles
879452	Morupar single dose	Measles, Mumps and Rubella
700772	Priorix single dose 0.5ml w/pd/syr + dil	
792004	Trimovax single prefilled syringe	
823678	Opv-merieux 10 dose	Oral Polio vaccine
812331	Polioral 10 dose trivalent	
715858	Prevenar 13 prefilled syringe 0.5ml	Pneumococcal conjugated vaccine
705032	Prevenar prefilled syringe 0.5ml	
714999	Synflorix	
714133	Rotarix liquid oral	Rotavirus vaccine
710935	Rotateq 2ml	

Day-to-Day Benefits



The arrow shows the order – from 1 to 4 – in which eligible day-to-day claims are processed from each available benefit as they are received, and how these claims accumulate to the Threshold Level from 1 to 3.

Examples of day-to-day expenses covered by this benefit are:

- GP & Specialist Consultations
- Basic & Advanced Dentistry
- Optical
- Acute Medication
- Physiotherapy
- Pathology
- Radiology

How Libcare pays for these expenses:

Day-to-day claims are first paid from the Medical Savings Facility. When this amount is exhausted, Libcare automatically pays from the Out-of-Hospital Expenses Benefit. You will experience a Self-Payment Gap if you exhaust the Medical Savings Facility and Out-of-Hospital Expenses Benefit. If the total amount of eligible self-paid claims reach the Threshold Level value, Libcare will again provide funding up to the limits in the various Threshold Benefits and your available benefits in each category. Claims are paid up to the Libcare Rate and also accumulate to the Threshold Level up to the Libcare Rate.

If the medical service provider charges you more than the Libcare Rate, the difference charged will be paid automatically from your Positive Savings balance in your Medical Savings Facility if you have a positive balance. If such amount is paid from your Positive Savings, this payment will not accumulate to the Threshold Level.

Self-Payment Gap

There are various reasons why you need to pay claims from your own pocket before Libcare starts paying again from the Threshold Benefit including:

- If the combined value of your Medical Savings Facility (MSF) and Out-of-Hospital Expenses Benefit (OHEB) is less than the pre-determined Threshold Level.
- If you use healthcare providers who charge more than the Libcare Rate, only the value of the Libcare Rate accumulates towards your Threshold Level. The balance is paid from your positive balance in the Medical Savings Facility.
- If a dependant leaves the Scheme during the year, your Threshold Level stays where it is, but your monthly contributions to your MSF will be lower. This will increase the Self Payment Gap.
- If you submit claims from late 2018 at the beginning of 2019, the expense accumulates towards your 2018 benefit limits. If you submit claims for a benefit category that you've already exceeded, then these claims will not accumulate toward your Threshold Level.
- If you submit claims for items only payable from Positive Savings, these claims do not accumulate towards your Threshold Level.

Medical Savings Facility (MSF) <ul style="list-style-type: none"> 16% of your total contribution (excluding any late-joiner penalties) is allocated to the MSF Refer to page 44 to calculate your MSF Eligible day-to-day claims are firstly paid from the MSF, at the Libcare Rate Claims above the Libcare rate may be funded from your available positive savings 	<p>Credit savings:</p> <p>Refers to the advanced annual savings that Libcare makes available on the 1st of January (or pro-rated should you join later in the calendar year), even if you haven't yet made the full contribution to the MSF.</p> <p>Positive savings balance:</p> <ul style="list-style-type: none"> The monthly savings contributions that Libcare has received and which have not been used by you. Interest on positive balances on the Medical Savings Facility (MSF) shall be allocated at the rate of return earned effective at the beginning of each month following the applicable earnings period. Rolls over to the following year. If you leave the Scheme, a positive savings balance must be transferred to your new medical aid if it has a Medical Savings Facility. Please send details of your new medical aid to Libcare (Scheme name, membership number and bank details). If you are not joining such a scheme, the balance can be paid in cash to you and you will have to declare it for tax purposes. This transfer/payment is made four months after your termination from the Scheme, to cater for any outstanding claims which may come through after termination date, but which relate to treatment costs incurred whilst you were still a member. <p>Negative savings balance:</p> <ul style="list-style-type: none"> Arises when your claimed amount exceeds the savings contributions that Libcare has received from you for the benefit year. If you leave the Scheme before contributing the credit you've used, you will owe Libcare the difference. If a dependant's registration is terminated during the year and you have used more credit savings than your reduced contribution will pay for, you will owe Libcare the difference. Negative savings balances are debts which you must repay to Libcare by the end of the same benefit year in which you incurred the debt. Payment arrangements can be offered provided you sign an Acknowledgement of Debt form, but the debt must be repaid in full by the end of the same benefit year in which you incurred the debt. The Libcare Debt Management department can deduct/debit the outstanding amount from your bank account or you can pay the amount directly into the Libcare bank account. A consultant will contact you if the outstanding amount is going to be debited/deducted from your bank account.
Out-of-Hospital Expenses Benefit (OHEB) <ul style="list-style-type: none"> Refer to page 44 to calculate your OHEB Claims are paid from OHEB up to the Libcare Rate 	<ul style="list-style-type: none"> Your eligible day-to-day expenses will be paid from this benefit when the MSF is depleted. If you have dependants on Libcare, your combined limits are available to you as a family. This means that one person in the family may claim more than their allocated amount, but then less of the total benefit will be available to the others.
Self-Payment Gap (SPG) Your Minimum SPG = Threshold Level - (MSF + OHEB)	<ul style="list-style-type: none"> Arises when both MSF and OHEB benefits are depleted. You are responsible for the payment of day-to-day expenses in the SPG. Claims and receipts must still be submitted to Libcare for processing purposes and for accumulation to the Threshold Level. Eligible claims accumulate to the Threshold Level at the Libcare Rate. Please note that claims submitted whilst in your Self-Payment Gap will still accumulate to the applicable benefit sublimit, although the claim is not payable by the Scheme. As soon as you have submitted claims (at the Libcare Rate) to the value of the SPG, Threshold Benefits become available.
Threshold Benefits (THB) Refer to page 35 for a list of Threshold Benefits and Limits <ul style="list-style-type: none"> Claims are paid from THB up to the Libcare Rate 	<p style="text-align: center;">Threshold Level</p> <ul style="list-style-type: none"> This benefit works as a 'safety-net' by paying for your eligible day-to-day medical treatment if your claims reach the pre-determined Threshold Level. There are maximum benefit sub-limits allowed annually per benefit category. These sub-limits are the maximum the Scheme will fund for a particular benefit once you've reached the Threshold Level. If you've previously claimed for a benefit out of MSF and/or OHEB and exceeded the sub-limit, then no further benefits will be available in that benefit category when you are in Threshold. Example: if you've used your MSF and OHEB to fund e.g. physiotherapy claims, even though the claims may be paid in full in those benefits, if the total exceeds the THB sub-limit for physiotherapy, no further physiotherapy claims can be paid if you are in the THB.

Membership Information

Eligibility to Join Libcare

Libcare is a restricted-membership medical scheme for full-time, permanent employees and agents of the Liberty Group, for whom membership of Libcare is a condition of their contract with the Company. For most Liberty Group companies, it is company policy that you join Libcare at the time that you take up full-time permanent employment with the Company, unless you are a dependant on your spouse's medical aid.

There will be no underwriting (Waiting Periods and/or Condition-Specific Exclusions) imposed, if your date of registration on Libcare coincides exactly with your employment/agency contract date. If these dates do not coincide, the level of underwriting [i.e. whether a General Waiting Period and/or a Condition-Specific Exclusion] imposed will be based on the information you submit related to your prior medical scheme membership.

If you are registered on your spouse's medical aid and you decide to join Libcare during your employment based on your employment contract eligibility, but at a date later than your employment/agency contract date, you are still eligible to join Libcare, but underwriting and/or Late Joiner Penalties may be imposed on your membership. See the section below "Waiting periods, Exclusions and Late Joiner Penalties".

All relevant documentation requirements for registration as a new member or amendments to your existing membership must be submitted via your payroll administrator.

Who can be registered on Libcare?

You can apply to register the following dependants

- Your spouse or partner.
- Your natural and/or legally-adopted and/or foster children and/or stepchildren up to 21 years of age.
- Your natural and/or legally-adopted and/or foster children and/or stepchildren age 21 or over if they are mentally or physically disabled, not employable, and/or they are dependent on you for family care and support. Note that registration of such a dependant is **not automatic** as each case will be evaluated individually relative to the Libcare Rules.
- Other family members (such as siblings, parents, but excluding in-laws) who live with you, are not employable, or are dependent on you for family care and support. Note that registration of such a dependant is **not automatic** as each case will be evaluated individually relative to the Libcare Rules.

How to apply to register a dependant

You will need to complete an application form and submit it together with all the supporting documentation to your payroll administrator in the first instance, and they in turn will submit the forms to Libcare.

You can get this form from your Payroll Administrator or from the Libcare Desk. You will also need to provide evidence as follows:

To apply to register a child

- Please register babies within 30 days of birth or adoption. After 30 days, Libcare may impose underwriting.
 - There is also a risk that all claims associated with the baby's medical care will be rejected if he/she isn't registered.
 - **Documentation required:** A hospital registration certificate [if the birth certificate is not immediately available] followed by a birth certificate, an adoption certificate for a child adopted during your membership, or a certified ID document for an older child. In the case of a foster child, a certified copy of the Court Order placing the child in your custody is required. For all child dependants, where the surname is different to yours, you will need to supply an unabridged birth certificate. Where the child has previously been registered on another medical aid(s), please supply all membership certificates from the prior medical aid membership(s) as well.
 - In addition, for children aged 19 and over. An affidavit describing the child's circumstances and why they are dependent on you, and proof that the dependant's income is not more than the maximum social pension. Note that registration of such dependant is **not automatic** as each case will be evaluated individually relative to the Libcare Rules.
 - As individual cases may vary in circumstances, Libcare will advise you if additional information is required.
-

To apply to register a spouse or partner

- A certified copy of the ID document.
- A certified copy of the marriage certificate, civil union certificate, or similar document if the marriage is performed under traditional African law or Asiatic or Islamic law.
- In the case of a partner, a sworn affidavit attesting to the nature of the relationship, duration to date, confirmation of shared household and any other relevant details.
- Certified copies of all membership certificate(s) confirming previous medical cover.
- New spouse dependants must be registered within 30 days of marriage/legal union to avoid underwriting.
- As individual cases may vary in circumstances, Libcare will advise you if additional information is required.
- Ex-spouses cannot be/remain registered on Libcare.

To apply to register "other" dependants

- A certified copy of the ID document.
- A sworn affidavit with full details pertaining to your reasons for requesting registration of the dependant.
- Proof of dependant's income.
- Certified copies of all membership certificate(s) confirming previous medical cover.
- As individual cases may vary in circumstances, Libcare will advise you if additional information is required.
- Registration of such dependants is **not automatic** as each case will be evaluated individually relative to the Libcare rules.
- The Trustees will assess all applications to register "other" dependants and you will be notified as to whether registration has been approved or not.

Note: The requirement to provide affidavits is so that you have the opportunity to describe the dependant's particular circumstances, and these dependency circumstances will be further evaluated against the Scheme Rules.

The continued registration of all children aged 21 and over, and of "other" dependants, is not necessarily permanent and will be reviewed annually.

The Scheme *may* require additional verifiable proof from you, including confirmation that:

- a blood relationship exists between you and immediate family concerned and
- the dependant is unemployable and that you are liable for family care and support of the immediate family member concerned, and the reason for such liability.

Waiting Periods, Exclusions and Late Joiner Penalties

Underwriting

The following can be applied to members and/or their eligible dependants in terms of medical scheme legislation:

General Waiting Periods

A general waiting period of three months from date of registration on Libcare can be imposed on you and/or your dependants, during which cover is restricted but contributions are still payable. The underwriting is based on when application is made to be registered on Libcare, and if the application is in respect of a person who:

- has never been a member/dependant of any South African-registered medical scheme;
- was not a member/dependant of a South African-registered medical scheme for at least 90 days before Libcare application;
- is applying to join Libcare for reasons not due to change in employment which forces a change in medical aid;
- is a child dependant who was not registered on Libcare at your date of employment or within 30 days of birth;
- is your spouse/partner who was not registered on Libcare at your date of employment or within 30 days of date of marriage/legal union.

Libcare can also apply the balance of an unexpired general waiting period that has been imposed by a previous medical aid.

In certain circumstances during waiting periods, Libcare will still provide cover for the legislated Prescribed Minimum Benefits. This will be confirmed when the underwriting decision is issued to you. **Condition-Specific Waiting Periods**
A condition-specific waiting period of 12 months from date of registration on Libcare can be imposed on you and/or your dependants, in respect of a pre-existing condition or related conditions. A pre-existing condition is one for which a member/dependant was diagnosed, treated or given advice in the 12 months prior to application to Libcare. Cover is excluded for these conditions during this waiting period but contributions are still payable. The underwriting is based on when the application is made to be registered on Libcare, and if the application is in respect of a person who:

- has never been a member/dependant of any South African-registered medical scheme;
- was not a member/dependant of a South African-registered medical scheme for at least 90 days before Libcare application;
- does not have at least 24 continuous months' prior registration on any South African-registered medical schemes;
- is applying to join Libcare for reasons not due to change in employment which forces a change in medical aid;
- is a child dependant who was not registered on Libcare at your date of employment or within 30 days of birth;
- is your spouse/partner who was not registered on Libcare at your date of employment or within 30 days of date of marriage/legal union.

Libcare can also apply the balance of an unexpired condition-specific waiting period that has been imposed by a previous medical aid. In certain circumstances during waiting periods, Libcare will still provide cover for the legislated Prescribed Minimum Benefits. This will be confirmed when the underwriting decision is issued to you.

Late-Joiner Penalties

Libcare will impose Late-Joiner Penalties on a new member/adult dependant, if the person is 35 years or older, if they, at date of application:

- are 35 years of age or older, and were not a member of a medical scheme before 1 April 2001, or
- were a member of a medical scheme before 1 April 2001 but had a break in membership of more than three months after 1 April 2001.

Libcare may increase late joiners' risk contributions by between 5% and 75%, depending on their age at date of application, and if insufficient evidence [by way of membership certificates] is provided showing that they had creditable cover on medical schemes prior to joining Libcare. The penalty is calculated according to the following formula:

Number of Years without Creditable Cover/ Evidence of Creditable Coverage	Late-Joiner Penalty Added to the Risk Contribution
1 - 4 years	0.05 multiplied by the risk contribution
5 - 14 years	0.25 multiplied by the risk contribution
15 - 24 years	0.50 multiplied by the risk contribution
25 years and more	0.75 multiplied by the risk contribution

$$A = B - (35 \text{ plus } C)$$

Where:

"A" means the number of years referred to in the first column of the table above.

"B" means the age of the late joiner at the time of his/her application for membership or admission as a dependant.

"C" means the number of years of creditable coverage which can be demonstrated by the late joiner.

It is therefore very important that you attach membership certificates of prior medical scheme membership in respect of yourself and your dependants. Note that there is a legal obligation on all medical schemes to provide you with your membership certificate on request and as promptly as possible. If you provide membership certificates subsequent to a Late-Joiner Penalty being applied, then any resulting revision of the Late-Joiner Penalty will only be made from the date the certificates are provided [i.e. will not be backdated].

Creditable Coverage means any period in which a late joiner was:

- a. a member or a dependant of a South African-registered medical scheme;
- b. a member or a dependant of an entity doing the business of a medical scheme which, at the time of his or her membership of such entity, was exempt of the provisions of the Medical Schemes Act;
- c. a uniformed employee of the South African National Defence Force, or a dependant of such employee, who received medical benefits from the South African National Defence Force; or
- d. a member or a dependant of the Permanent Force Continuation Fund, but excluding any period of coverage of a dependant under the age of 21 years.

Affidavits

If you or the dependant(s) you wish to register were registered on a medical scheme(s) that no longer exists, and/or reasonable efforts to obtain a certificate(s) of membership from that scheme(s) have failed, then you must complete and submit a sworn affidavit attesting to the name(s) of the scheme(s) and the related period(s) of registration (start and end date(s)).

How to remove a dependant

To remove a dependant from Libcare, for example if you get divorced or your child gets a job and no longer eligible for cover, you must complete a Member Record Amendment form and submit it to your Payroll Administrator. You can obtain this form by contacting Libcare, from your Payroll Administrator or from the Libcare Desk.

Note: ex-spouses cannot be registered, nor can they remain registered on the Scheme if you become divorced during your membership. His or her membership should cease at the end of the month in which the divorce becomes final, and you will need to notify your Payroll Administrator and Libcare in such event.

Note: In all instances, the onus is on you as the principal member to notify Libcare [through your Payroll Administrator] as soon as there are changes in your details or status, or that of your registered dependants. You need to inform the Scheme within 30 days of the occurrence of any event which results in you or any one of your dependants no longer satisfying the conditions in terms of which you/they may be registered on Libcare.

Membership for retirees

If you are a Libcare member when you retire, you may continue to be a member as long as you:

- Have retired from employment with the Liberty Group in terms of the applicable rules of the Liberty staff retirement funds;
- Have contributed to Libcare or any other medical scheme for five consecutive years (or any shorter period that may be provided for in the Libcare Rules) prior to retirement, or have paid contributions in respect of any shortfall in the required period of membership.

If you elect not to continue your Libcare membership or resign from membership in retirement, you cannot rejoin the Scheme.

What happens if you resign or are retrenched

If you resign or are retrenched, your Libcare membership will stop at the end of your last month of employment provided your contributions payments are up to date. Libcare will process all claims with service dates prior to the termination date, provided that these claims are received within four months of the termination date and provided you have sufficient benefits available. At the end of four months, no further claims will be processed. If you have a negative savings balance, a consultant will contact you to make the necessary arrangements to repay the Scheme.

What happens if you die

If you die, your registered dependants may continue the Libcare membership as long as they:

- were registered as Libcare dependants at the time of your death, and
- at the date of your death, had been registered on Libcare or another previous medical scheme for five consecutive years (or any shorter period that may be provided for in the Libcare Rules);
- meet the other membership requirements outlined previously. The general eligibility rules will continue to be applied e.g. in respect of children aged 21 and over, "other" dependants, etc.

Your surviving spouse or partner may remain on the Scheme until he/she:

- cancels their membership in writing, or
- is registered as a dependant on a new spouse's/partner's medical scheme.

Note: Once a surviving dependant elects not to become a continuation member or terminates Libcare membership, when he/she becomes a member, or a dependant, of another medical scheme, the dependant cannot re-join the Scheme.

A separate Member Record Amendment/Dependant Registration Form must be completed for each of the following:

- change of address/contact details;
- change of bank details;
- cancellation of dependant membership;
- registration of new spouse/partner, births/adoptions and additional adult and child dependants for whom registration on Libcare was not applied for at the same time as the Principal Member.
- If you have a negative savings balance, the balance outstanding will remain on your membership for the new principal member.
- Balances can be claimed from your estate, details must be provided to the Scheme.
- A consultant will contact your surviving beneficiaries to make the necessary arrangements to repay the Scheme.

Registration and amendments are strictly subject to the Rules and approval of the Scheme.

Self-help Services

Web-based Facilities

If you have internet access, you can obtain a real-time, online view of your **statements, claims history, contribution payments, personal information** and more. You can also view your benefits and update certain personal details, by simply registering at www.libcare.co.za. The following services are available:

Online Information and Updating

This facility allows you to view your current benefits and available limits, as well as track your claims status or view your latest statement which is published on the website every month. You can also update your personal details, such as address and contact information. This is ideal for managing quick updates if your details have changed.

If you need to see your Doctor or Dentist urgently, or require a prescription from your chemist, you can easily access a full database of healthcare providers country-wide and access their relevant contact details. Note that any changes which affect your salary or company pension e.g. adding/removing a dependant, must first be sent to your Payroll Administrator at the company.

Register on the website by following the steps below or contact us on 0800 12 CARE (2273) to assist you in registering while you wait:

1. Go to www.libcare.co.za.
2. Click on **Login**, at the top of the page.
3. Then, if you have not registered before, click on **Password Registration**, which will take you to the online registration process.
4. For technical assistance, if you encounter any problems, contact Libcare on 0800 12 CARE (2273) or email enquiries@libcare.co.za.



How to Claim

Please take note of the process you must follow when claiming from the Scheme.

Ensure that the following information is on the claim

- The correct membership number
- Member's last name and initials
- Full name of patient (as indicated on your membership card, not a nickname)
- The correct dependant code
- Date of birth of the patient
- Date of service
- Treatment code (Tariff/Nappi)
- The applicable ICD 10 diagnostic code on every claim line
- The amount charged
- The service provider's name and practice number

What you need to check before sending your claim to Libcare

- The claim must be clear, detailed and easy to read.
- If you have settled the account, please submit proof of payment in the form of a receipt or proof of Electronic Funds Transfer (EFT)*.
- Make a copy of the above documents for your own records.
- * **Proof of payment must be submitted with any refund that needs to be paid to a member.** A written note indicating "paid by member" or a "paid" stamp will not be accepted. If the correct proof of payment is not attached, the account will be rejected.

Sending claims to Libcare

Electronically: Most service providers have the ability to send claims to us electronically, ensuring a shorter processing time.

Email: claims@libcare.co.za
Post: Private Bag X3, Century City, 7446
Fax: (021) 673 9582

Basic claim guidelines

- We need to receive claims within at most four months following the date on which the services were provided. After that time, a claim becomes a stale claim and will not be paid.
- It is ultimately your responsibility – not your healthcare provider's responsibility – to ensure claims are submitted for payment.
- If your healthcare provider has claimed electronically and you receive a copy of the claim (for your information), you do not need to send the copy to Libcare.
- If your provider expects you to pay for the services upfront and then claim from Libcare, please send us the fully detailed and signed claim including the receipt.
- Libcare needs the details of what is being claimed to make sure that we process your claim quickly and correctly.

Stale claims

- If you submit a claim after the end of the fourth month following the month in which the services were provided as stated on the claim, Libcare will regard it as stale and will not pay the claim.
- If you submit a claim within the four-month period and it is partially paid, or rejected as incorrect or unacceptable for payment, it is your responsibility to check your statement(s) and resubmit a correct claim within 60 days following the date of notification.
- If not, the claim will be regarded as stale and no payment will be made.
- Libcare will not cover any interest or legal fees that are levied on a claim that is submitted late.

How will you know if your claims were paid?

- After you submit a claim, you will receive an SMS notification once the claim has been received and/or processed.
- You will also receive an email confirmation that it has been processed. This will summarise both approved and rejected claims.
- You will receive a monthly detailed statement that summarises all the contributions and claims transactions that occur throughout the month.
- You can view your statements online at www.libcare.co.za, via your confidential login.
- Please make sure we have your correct email address and/or cell phone number so that the above information will reach you.

When to expect payment

- We have a weekly payment cycle for members and providers. However, payment into your bank account may only reflect after a few days, depending on which bank you use.
- Payment is subject to the correct information being supplied, and meeting submission cut-off times.

Your bank details

- Please make sure we have your correct bank account details for electronic payment of your claim refunds.
- If you add or change your bank account details to which we should refund your claims, please send us the following documents (not older than three months):
 - A certified copy of the account holder's identity document, and
 - A stamped bank statement or a letter from the bank confirming the account number.
- You can scan and email these details to enquiries@libcare.co.za or fax them to (021) 657 7531.

Fraud and abuse

Fraud continues to be a major concern for most medical schemes, costing millions of Rands each year. The more fraud there is, the higher medical scheme contributions become to cover these losses.

We have measures in place to detect and manage fraud and the abuse of benefits. You can contribute to this effort by contacting our Fraud Hotline anonymously, if you are aware of any provider or patient abusing the system. We urge all members to check their monthly claims statements and to verify the claims information to ensure that all details are true and correct. If you identify anything suspicious, please report it. More information on Fraud can be found on page 4 of this Member Guide.

Anonymous Toll Free Fraud Hotline: 0800 212 638 (see page 48).

Third party claims (Road Accident Claims)

Libcare has contracted the Medical Aid Recovery Unit of Batsumi Claims Management (previously Alexander Forbes Recovery Services). This branch is involved with member claims submitted to the Road Accident Fund (RAF) for reimbursement of funds paid by Libcare Medical Scheme. Batsumi acts on behalf of Libcare.

While Libcare does not accept liability for the payment of claims that can be recovered from a third party, it can pay members' medical expenses in terms of the benefit structure, pending recovery of funds from the appropriate funders by Batsumi.

You have a duty of care to disclose all and any information that might have a bearing on decisions by the Scheme relating to your claims. If this is not done, exclusions will apply.

Contact Batsumi on:

Tel: 0861 303 303

Email: possiblethirdpartyclaims@batsumicare.com

2019 Benefit Table

Note: Please refer to page 40 for notes applicable to a specific benefit. In general, items falling under the Risk Benefit require prior Scheme approval. Call 0800 12 CARE (2273) (office hours) at least 48 hours in advance of your intended event.

Benefit category p.b. = per beneficiary p.f. = per family	Benefit sub-category	Monetary limit (MA = Scheme Medical Advisor)	Covered by the Major Medical Benefit	Covered by MSF, OHEB and/or THB
Up to 100% of Libcare Rate payable unless otherwise indicated				
Annual limit		No overall annual limit		
Alternative healthcare providers (see note 1)	Registered homeopaths, naturopaths, osteopaths, physiotherapists, acupuncturists	Included in out-of-hospital consultation limit (see below)		●
External appliances, prostheses and devices	General and surgical, including but not limited to non-motorised wheelchairs (1 per beneficiary every 4 years), glucometers, large orthopaedic orthotics (e.g. back braces), low-vision appliances, hearing aids: 2 hearing aids (1 per ear) can be claimed limited to R17 580 per hearing aid, per family, every 2 years	R17 580 per family	●	
	Repair of Appliances	R1 330 per family p.a. subject to Risk benefit	●	
	Stoma products	R23 150 per family	●	
	Home oxygen, cylinders, concentrators and ventilation expenses, CPAP for treating sleep apnoea	R23 150 per family Subject to MA approval	●	
	External artificial limbs and prostheses, long-leg callipers	Subject to MA and Motivation required	●	
	Post-Mastectomy Prosthesis (every 2 years)	R4 730 p.b.	●	
	Internal prostheses (surgically implanted) (Sub-limits apply, see note 2)	R181 500 p.b.	●	
Blood, blood equivalents and blood products	Blood, blood products and transportation	R337 500 p.b.	●	
Casualty (see note 3)	Emergency after-hours casualty treatment	R2 120 p.b.	●	
Consultations and visits (out-of-hospital)	GPs, nurses, specialists, alternative healthcare providers, antenatal classes by a registered nurse	R7 900 p.b./ R15 600 per family		●
Consultations and visits (in-hospital)	GPs, specialists and dental specialists	Unlimited	●	
Crime trauma (see note 4)	HIV prophylaxis for rape victims	Unlimited	●	
	Rehabilitation related directly to crime trauma	R34 300 per family	●	
	Psychologists, psychiatrists and social workers	R4 530 p.b.	●	
Day procedures that are performed in doctors' rooms (see note 5)	Routine diagnostic upper and lower gastro-intestinal fibre-optic endoscopy (excl. rigid sigmoidoscopy and anoscopy); cytoscopy; laser tonsillectomy; vasectomy; needle aspiration of joint, bursa or ganglion; prostate needle biopsy; breast fine needle biopsy; 24-hour oesophageal pH studies; oesophageal motility studies; circumcision	Unlimited	●	
Dentistry (see note 6)	Basic (out-of-hospital) – Consultations, removal of teeth and roots, plastic dentures, dental technician, etc.	R11 000 p.b./ R16 900 per family		●
	Advanced (out-of-hospital) – Inlays, crowns, bridges, orthodontic treatment (younger than 21 years, and subject to pre-authorisation), oral surgery, etc.	R21 600 per family		●
	Dental Surgery (in-hospital and out-of-hospital) – All costs relating to dental implants, the removal of impacted wisdom teeth, apicectomies and basic dentistry under general anaesthetic for children eight years and younger	R18 900 p.b./ R28 400 per family	●	
	Surgical removal of impacted wisdom teeth – All costs related to general anesthetic, conscious analgo sedation for dentistry and hospitalisation (subject to managed healthcare clinical criteria and pre-authorisation)	Unlimited	●	

Disclaimer: This is an overview and summary of the Libcare services and benefits. Every attempt has been made to ensure complete accuracy of this Member Guide. However, in the event of a conflict between this guide and the registered Rules of the Scheme, the Rules will prevail. E & OE.

Benefit category p.b. = per beneficiary p.f. = per family	Benefit sub-category	Monetary limit (MA = Scheme Medical Advisor)	Covered by the Major Medical Benefit	Covered by MSF, OHEB and/or THB
Up to 100% of Libcare Rate payable unless otherwise indicated				
Emergency transport	Local (only if provided by Netcare 911)	Unlimited	●	
Hospitalisation (General Ward rates apply)	Accommodation, intensive care, high care, theatre fees, apparatus and material and medication used in hospital	Unlimited	●	
	Medicines to take out (TTO)	R1 235 per admission	●	
	Alternatives to hospitalisation, such as physical rehabilitation facilities (excludes frail care)	R42 700 per family	●	
	Hospice services <i>in lieu</i> of hospitalisation	Unlimited	●	
	Sub-acute facilities <i>in lieu</i> of hospitalisation	Unlimited	●	
	Nursing services (excluding midwifery services) <i>in lieu</i> of hospitalisation	Unlimited	●	
Immune Deficiency Syndrome related to HIV infection (see note 7)	Antiretroviral medicines, related medicines, pathology and related consultations	Unlimited, subject to PMB guidelines and registering on HIV/AIDS Management Programme	●	
	Preventative treatment, e.g. mother-to-child, needle stick injury, accidental exposure to blood		●	
Maternity	Confinement for normal birth and Caesarean section, in-and out-of-hospital	Unlimited	●	
Maxillo-facial surgery (in-hospital)	Facial fractures, trauma, cancer and sepsis, tumours, neoplasms and congenital abnormalities of children born into the Scheme	Unlimited	●	
Medicine (see note 8)	Routine/acute, including homeopathic medicine dispensed by a registered homeopath	R8 000 p.b./ R23 000 per family		●
	Over-the-counter medicine and pharmacy-advised therapy	R1 350 per family		●
	Chronic medication	R35 100 p.b.	●	
	Specialised drugs for the treatment of Multiple Sclerosis, inflammatory arthritis, inflammatory bowel disease and chronic hepatitis	Subject to MA and Trustee approval	●	
Mental health	In-hospital (all costs for psychologists, psychiatrists and social workers, including rehabilitation for substance abuse)	R48 700 per family	●	
	Out-of-hospital consultations and visits	R10 900 p.b./ R16 550 per family		●
Non-surgical procedures and tests	In-hospital	Unlimited	●	
	Out-of-hospital (applying Plaster of Paris, stitches, etc.)	R4 820 p.b./ R12 250 per family		●
Oncology (see note 9)	Radiotherapy, chemotherapy and oncology medication. PET and PET-CT scans are limited to one per member family and restricted to staging of malignant tumours	R628 700 p.b.	●	
	Specialised medicines, e.g. Herceptin, subject to clinical guidelines, protocols and managed healthcare programme	R431 800 p.b. (included in above limit of R628 700)	●	
	Associated diagnostics	R63 400 p.b. (included in above limit of R628 700 and further limited to 12 months post- active treatment)	●	

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Benefit category p.b. = per beneficiary p.f. = per family	Benefit sub-category	Monetary limit (MA = Scheme Medical Advisor)	Covered by the Major Medical Benefit	Covered by MSF, OHEB and/or THB
Up to 100% of Libcare Rate payable unless otherwise indicated				
Optometry (note: Readers are excluded)	Eye examination	R650 p.b.		●
	Frames (including repairs)	R1 985 p.b.		●
	Lenses and/or contact lenses	R5 090 p.b./ R12 550 per family		●
	Refractive surgery	Included in limit above, subject to the approval of the MA and the Scheme		●
Organ transplants	Harvesting, transplantation and anti-rejection medication	Unlimited	●	
Paramedical services	In-hospital	Unlimited	●	
	Out-of-hospital (audiology, dietetics, genetic counselling, hearing aid acoustics, occupational therapy, orthoptics, physiotherapy, podiatry, speech therapy, social workers, frail care at registered sick bay facilities)	R6 800 p.b./ R9 690 per family		●
Pathology and medical technology	In-hospital	Unlimited	●	
	Out-of-hospital	R6 800 p.b./ R9 690 per family		●
Physiotherapy	In- and out-of-hospital Includes biokinetics and out-of-hospital chiropractics	Included in paramedical services (see above)		
Radiology (see note 10)	In-hospital (general and specialised)	Unlimited	●	
	In-hospital (MRI/CT and/or Radio-Isotope scans)	R37 600 per family	●	
	Out-of-hospital (general and specialised)	R6 550 p.b./ R9 690 per family		●
	Out-of-hospital (MRI/CT and/or Radio-Isotope scans)	2 per family from MMB, then MSF/OHEB, up to Libcare Rate	●	
	Sleep studies (Polysomnogram)	No overall limit, but specified costs paid up to the Libcare Rate Subject to MMB	●	
Renal dialysis	Chronic haemodialysis	R377 600 p.b.	●	
	Chronic peritoneal dialysis	R315 500 p.b.	●	
	Acute renal dialysis	Subject to MMB, unlimited	●	
Preventative Care Benefit	Specified consultations, examinations, procedures and vaccinations as outlined on page 20 of this Member Guide.	No overall limit, but specified costs paid up to the Libcare Rate. Costs exceeding the Libcare Rate will come from your positive MSF	●	
	Oral and injectable contraceptives	R2 600 p.b.	●	
	Intrauterine Contraceptive Devices and Implanon NXT® implants (inclusive of device and insertion)	R2 960 p.b.	●	

Disclaimer: This is an overview and summary of the Libcare services and benefits. Every attempt has been made to ensure complete accuracy of this Member Guide. However, in the event of a conflict between this guide and the registered Rules of the Scheme, the Rules will prevail. E & OE.

Appliances – Internal Prostheses and Devices

Subject to pre-authorisation and clinical protocols. The sub-limits include:

System/devices	Device	Sub-limit per prosthesis per annum
Central nervous system	Neuro-stimulation/ablation devices Vagal stimulator for intractable epilepsy (including the carrier)	R67 200 R56 400
Orthopaedic prostheses and devices	Ankle replacement Shoulder replacement Elbow replacement Hip replacement Knee replacement Bone lengthening devices Spinal plates and screws Other approved spinal implantable devices and intervertebral discs	R57 300 R57 300 R57 300 R57 300 R57 300 R57 300 R57 300 R58 900
Ophthalmic system	Intraocular lens post cataract removal Cornea	R3 900 R41 700
Endo-vascular devices	Carotid stents Aorta stent grafts Peripheral arterial stent grafts Embolic protection devices Detachable platinum coils	R27 500 R71 200 R47 400 R67 200 R67 200
Other	Internal prostheses and devices not listed	R45 100
Cardiac system	Cardiac stents (including carrier) Cardiac valves Cardiac pacemakers	R72 900 (max 2 p.b. per annum) R58 000 R71 200



Notes

1. Alternative Healthcare Providers

Providers must have valid, registered practice numbers.

2. Appliances – Internal Prostheses and Devices

Subject to pre-authorisation and clinical protocols.

3. Casualty

If you are treated in hospital casualty, this is regarded as an out-of-hospital event. Fees would therefore be paid out of your available day-to-day benefit (MSF, OHEB or Threshold) and not from the Major Medical Benefit.

If approved hospital admission immediately follows casualty, the casualty fee will be paid from the Major Medical Benefit up to the Libcare Rate.

Note: Authorisation is still required for a hospital admission which follows casualty – you or the hospital or the attending doctor must phone Hospital Authorisations on 0800 12 CARE (2273). Some hospitals will send the account to Libcare, others will ask for payment at the time of service. If you pay the hospital, forward the paid account with a receipt attached to Libcare for reimbursement from your available benefits.

After-hours casualty – If you require emergency after-hours treatment at a registered casualty facility and you obtain an authorisation number within 48 hours of the event, the treatment may be covered from the Major Medical Benefit (see page 12).

4. Crime Trauma

To access this benefit you will need to provide a valid police case number as well as the name of the police station when requesting authorisation. See page 12.

5. Day Procedures that are Performed in Doctors' Rooms

No authorisation number is required. Day procedures listed in the Benefit Table (e.g. gastroscopy, colonoscopy) may be covered in full up to the Libcare Rate under the Major Medical Benefit. Unlisted procedures may require authorisation. Please consult the authorisation/approvals department 0800 12 CARE (2273) to check whether your day procedure will be covered.

Day procedures that require a stay in hospital still need to be authorised as per the hospital pre-authorisation process on page 11.

6. Dentistry

- Only the specified procedures (including all costs, e.g. hospitalisation, day clinic, anaesthetist) will be covered up to the limit, subject to prior authorisation, whether done in- or out-of-hospital.
- Orthognatic surgery is excluded from the benefit in terms of the Scheme Rules.
- For dental implants, a full quotation is required at the time of pre-authorisation. All associated costs are subject to your available Dental Surgery limit.
- You will be informed of any motivation documents required, at the time of requesting a pre-authorisation.
- Pre-authorisation is strictly subject to the benefit limit and funds available at the time of the procedure, and in no way guarantees payment in full.

7. HIV/AIDS (Subject to registration with HIV/AIDS Management Programme)

The HIV Preventative Benefit provides cover for prophylactic drugs for the prevention of HIV transmission from mother-to-child (during pregnancy); from needle-stick injury; or from accidental exposure to blood or HIV-infected body fluids.

8. Chronic Benefit

Refer to page 18 for a full explanation of your Chronic Benefit and the list of chronic conditions that Libcare covers.

9. Cancer/Oncology and Associated Diagnostics

Associated diagnostics (e.g. specified radiology and pathology) will only be payable from the associated diagnostics oncology benefit during active treatment. Other scans and tests may be available for the next 12 months, but are subject to registration with the Cancer/Oncology Management Programme and pre-authorisation. See page 13. There are two broad categories for Oncology Management:

Palliative Care

Palliative care is specialised health care that is essential for people living with advanced stages of cancer. The goal of palliative care is to relieve suffering and provide the best possible quality of life for both member and family. This is achieved by treating and managing the symptoms, to help one gain the strength to carry on with daily life. Symptoms that could be treated or managed include pain, shortness of breath, fatigue, constipation, nausea, loss of appetite and difficulty in sleeping. It also involves the provision of nursing, emotional and spiritual support.

How to obtain Palliative Care approval

- Doctor has to request palliative care services and fax the request to the Oncology Department
- Doctor may also advise member on palliative services available in the area e.g. hospice
- Once the request has been received, the oncology case manager will contact member or family and advise on the resources that may be required and initiate these resources on behalf of the member.

Curative Treatment

The aim of curative treatment is to attempt a permanent control of the disease or tumour using aggressive forms of treatment, depending on the histology and grade of the disease or tumour. There are varied treatment options, such as chemotherapy, radiotherapy and surgery.

10. MRI/CT and/or Radio-Isotopes scan (Out-of-Hospital)

The first two out-of-hospital MRI/CT and/or Radio-Isotope scans per family may be paid from the Major Medical Benefit subject to pre-authorisation and clinical protocols. Thereafter, if a member requires an MRI/CT and/or Radio-Isotope scan it will be payable from the available day-to-day benefit (Medical Savings/OHEB/THB).

11. Neonatal Protocol

We have a neonatal protocol, whereby our Hospital Case Managers monitor all babies admitted as patients in their own right from birth to discharge from hospital.

Exclusions

What Libcare does not cover

Libcare, like most medical schemes, does not cover certain costs at all. Here is a list of the most common exclusions. For a full list, please refer to the Rules of the Scheme or contact Libcare on 0800 12 CARE (2273).

<ul style="list-style-type: none"> • 4D pregnancy scans • Abdominoplasties • Accidents that happen at work • Acne preparations (oral) • All expenses incurred outside the common monetary area of Southern Africa (cover should be organised through your travel agent). See page 13 • Anabolic steroids • Anti-addiction and anti-habit agents • Appointments not kept • Aromatherapy • Art therapy • Autopsies • Ayurvedics • Back rests, chair seats, beds, mattresses, orthopaedic shoes, boots, arch support and inner soles • Blood pressure monitors • Breast augmentation and reductions • Stimulant laxatives • Cochlear implants • Cosmetic preparations, emollients/moisturisers • Cryo-storage of foetal stem cells and sperm • Drugs for the treatment of impotence and sexual dysfunction, aphrodisiacs • Epilation treatment for hair removal • Erectile dysfunction surgical procedures • Evening primrose oil and fish liver oil preparations and combinations • Food and nutritional supplements • Gender re-alignment • Growth hormones • Bite plates and mouth (gum) guards • Humidifiers • Hyperbaric oxygen treatment • Immuno-suppressives and immuno-stimulants 	<ul style="list-style-type: none"> • Infertility treatment, except as specified in the Medical Schemes Act • Insulin pumps and consumables • Iridology • Keloid surgery and revision of scars, except -following burns and functional impairment occurring during the period of cover under Libcare • Massages • Medicated shampoos and conditioners, including those for hair loss • Motorised wheelchairs • MRI scans ordered by a GP • Certain obesity-related surgical treatment • Organ donations to any person other than a member or dependant of a member of Libcare • Orthodontic treatment for patients over the age of 21 years • Orthognatic surgery (to correct jaw misalignment) • Otoplasties • Pain-relieving machines • Pathology investigations pertaining to anti-ageing • Reflexology • Reversal of vasectomy • Rhinoplasties • Sleep therapy • Slimming preparations • Soaps, scrubs and other cleansers • Sunglasses, readers, coloured contact lenses • Sunscreening and suntanning preparations • Telephone consultations • Travelling expenses incurred by the member or dependant • Reversal of Tubal ligation • Veterinary products • Vitamin and mineral supplements
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Contributions

Below is the contribution table for 2019. A few pointers will help you understand this table:

- Your contribution rate is based on your income level (pensionable base).
- You can see how much you're paying each month by checking your salary slip or by contacting Libcare.
- The table below shows the full contribution and does not take into account any subsidy you may receive from the company.
- "Late-joiners" pay more – see page 28 for definitions of late joiners.
- Your total monthly contribution will depend on how many dependants you have registered on the Scheme.
- To calculate your total monthly contribution, use the contributions calculator below.
- For children who have been allowed to be registered post the age of 21 you pay Adult Dependant rates.
- For spouses or partners younger than 21, you pay Adult Dependant rates.

2019 Monthly Contributions (Rands)

Pensionable Salary Band	Band Code	Principal Member	Adult Dependant	Child Dependant
R0 - 5 909	220	R1 410	R1 293	R358
R5 910 - 71 89	275	R1 517	R1 400	R386
R7 190 - 8 779	330	R1 646	R1 517	R417
R8 780 - 10 099	385	R2 029	R1 865	R508
R10 100 - 11 579	440	R2 300	R2 115	R577
R11 580 - 14 679	550	R2 505	R2 310	R627
R14 680 - 17 559	660	R2 729	R2 503	R689
R17 560 - 20 169	770	R2 946	R2 708	R743
R20 170 - 29 249	800	R3 193	R2 936	R805
R29250 +	999	R3 477	R3 193	R874

Contribution calculator: Use the following table to calculate your monthly contribution rate

Type of beneficiary (e.g. principal, spouse, child)	Monthly contribution from table above	Multiply by no. of dependants at this rate	Total amount per category of dependant
Add the amounts in the last column to get your monthly rate:			

Calculate your Day-to-Day Benefits

Medical Savings Facility (MSF), Out-of-Hospital Expenses Benefit (OHEB), Self-Payment Gap (SPG) and Threshold Level (THL)

- Sixteen percent (16%) of your contributions is allocated to the MSF for your (and your family's) use only.
- Your MSF will be adjusted if you add or remove a dependant during the year.
- The benefit will be pro-rated if you join Libcare and/or add a dependant after January in the benefit year.
- If you have dependants on Libcare, your combined limits are available to you as a group. This means that one member may claim more than their allocated contribution, but then less will be available to the others.

Annual Medical Savings Facility (MSF)

2019 Annual Savings / Salary Bands	Principal Member	Adult Dependant	Child Dependant
R0 - 5 909	R2 712	R2 484	R696
R5 910 - 7 189	R2 916	R2 688	R744
R7 190 - 8 779	R3 168	R2 916	R804
R8 780 - 10 099	R3 900	R3 588	R984
R10 100 - 11 579	R4 416	R4 068	R1 116
R11 580 - 14 679	R4 812	R4 440	R1 212
R14 680 - 17 559	R5 244	R4 812	R1 332
R17 560 - 20 169	R5 664	R5 208	R1 428
R20 170 - 29 249	R6 132	R5 640	R1 548
R29 250 +	R6 684	R6 132	R1 680

Annual Out-of-Hospital Expenses Benefit (OHEB)

- Your day-to-day expenses will be paid from this benefit when the MSF is depleted. Claims will be paid - up to the Libcare Rate - from this benefit until you reach your limit.
- If you have dependants on Libcare, your combined limits are available to you as a group. This means that one member may claim more than their allocated limit, but then less will be available to the others.
- Your total OHEB will be adjusted upward if you add a dependant during the year.
- The benefit will be pro-rated if you join Libcare and/or add a beneficiary after January in the benefit year.

Pensionable base	Principal Member	Adult Dependant	Child Dependant
All income bands	R2 364	R1 008	R852

Calculate your minimum Annual Self-Payment Gap (SPG)

- You are responsible for the payment of Day-to-Day expenses when the OHEB is depleted.
- All claims and receipts must still be submitted to the Scheme for processing purposes.

Total MSF for the family	R
Total OHEB for the family	+ R
ADD MSF + OHEB	R
Total Threshold Level for the family	R
DEDUCT MSF + OHEB	- R
Total MINIMUM SPG	R

Annual Threshold Level

- This level is a rand value to be reached before claims for Day-to-Day medical expenses are paid out by Libcare from the Threshold Benefits.
- Eligible Day-to-Day medical claims paid from the MSF, OHEB or self-funded are processed and will accumulate towards reaching the Threshold Level.
- Once the accumulated claims reach the Threshold Level, the Scheme will start to pay further day-to-day claims at specified rates and subject to limits from the Threshold Benefits.
- Your Threshold Level is not adjusted if you add or remove a dependant – it is fixed in January each year.

2019 Threshold Level / Salary Bands	Principal Member	Adult Dependant	Child Dependant
R0 – 5 909	R8 364	R5 976	R2 688
R5 910 – 7 189	R8 724	R6 288	R2 772
R7 190 – 8 779	R9 636	R7 152	R3 024
R8 780 – 10 099	R10 116	R7 584	R3 120
R10 100 – 11 579	R10 464	R7 908	R3 204
R11 580 – 14 679	R11 040	R8 436	R3 360
R14 680 – 17 559	R11 496	R8 844	R3 480
R17 560 – 20 169	R11 988	R9 300	R3 576
R20 170 – 29 249	R12 588	R9 828	R3 744
R29 250 +	R13 152	R10 356	R3 864

Glossary

Useful Definitions

Beneficiary	A person who is entitled to benefits, including any principal member and any of his/her registered dependants.
Co-payment	When a member is liable for a portion of the costs incurred for treatment and/or medication received.
Cost	The actual amount charged by the service provider for services rendered.
Eligible expenses	Medical expenses that are specifically included in the 2019 Libcare benefit schedule; that are not listed under "exclusions"; that are unrelated to conditions for which specific waiting periods are in effect and that are not incurred during general waiting periods.
Formulary medicine	A defined list of medicines for which Libcare will pay. The list is based on clinical evidence and protocols.
Generic medicine	More cost-effective versions of the branded medicines that contain the same active ingredients and are identical in strength.
ICD 10 code	The compulsory diagnostic code used by providers to indicate what the medical diagnosis is for which treatment is received. Claims that do not contain an ICD 10 code cannot be paid in terms of current legislation.
Libcare Rate / Scheme Rate	The Libcare Rate means the maximum amount of money the Scheme will pay for a particular medical expense. The Rate is determined by the Board of Trustees. If your healthcare provider charges more than the Scheme Rate, you must pay the difference, either from your Medical Savings Facility or out of your own pocket. This difference does not accumulate to your Threshold Level.
Major Medical Benefit (MMB)	A type of cover that pays for high-cost medical risks such as hospitalisation, certain day procedures, oncology (cancer) treatment, emergency transport and more.
Maximum Medicine Reference Price	The maximum reimbursable price for a medicine or group of medicines according to a reference pricing system that allocates a price to a group of drugs that are similar in efficacy, safety and quality.
Medical Savings Facility (MSF)	This is used for eligible day-to-day expenses as specified in Libcare's Rules. Contributions to MSF are set at 16% of the total contributions.
Medicine Management Protocols	Clinical guidelines and protocols formulated for the provision of care and treatment related to specific disease.
Prescribed Minimum Benefits (PMBs)	The benefits contemplated in Section 29(1)(O) of the Medical Schemes Act and that include the provision of the diagnosis, treatment and care costs of: <ul style="list-style-type: none"> • The diagnosis and treatment pairs listed in Annexure A of the Regulations, subject to any limitations specified therein; and • Any emergency medical condition.
Positive Savings	The monthly Savings contributions that Libcare has received, but have not yet been used by you. This includes Savings carried over from previous years.
Preferred Providers	These are providers with whom the Scheme has negotiated preferred rates.
Preventative Care Benefit (PCB)	Cover for certain tests and immunisations that help you to monitor your health and prevent possible future illness. Refer to page 20 of this guide for a list of eligible expenses.
Pro-rating of Benefits	When a member and/or beneficiary joins later than 1 January, benefits for the first year are reduced in accordance with the number of months remaining in the year.
Reference Pricing	A medicine reference pricing system that allocates a price to a group of drugs that are similar in efficacy, safety and quality.
Risk Benefits	All the benefits under Major Medical cover, Chronic cover, Preventative Care cover, Threshold cover and the Out-of-Hospital Expenses Benefit. These are subject to the rate and limits specified in the benefit schedule. Unused Risk Benefits cannot be carried over to the following year.

Self-Payment Gap (SPG)	The period after MSF and OHEB have been depleted and before Threshold cover applies, during which you may have to pay for day-to-day expenses out of your own pocket.
Take-out Medication (TTO)	The medication received on discharge from hospital.
Threshold Benefit (THB)	This provides additional cover once total eligible day-to-day expenses reach a particular level. This level is based on the number and type of dependants a principal member has. Once your day-to-day expenses have reached this level, Libcare pays further day-to-day eligible expenses from the Threshold benefit.

Abbreviations

CDL	Chronic Disease List. A list of chronic illnesses covered by Libcare as part of its Prescribed Minimum Benefits (PMBs).
EDI	Electronic Data Interchange. Used by providers to electronically submit claims for payment.
OHEB	Out-of-Hospital Expenses Benefit
PAT	Pharmacy Advised Therapy – Over-the-counter medicines bought at a pharmacy.
PMBs	Prescribed Minimum Benefits – A series of benefits that all medical schemes are obliged to provide.

Contact Details

Libcare Call Centre	0800 12 CARE (2273) (08:00-17:00 Mon-Fri excluding public holidays)
Libcare email queries	enquiries@libcare.co.za
To submit your claims	Email: claims@libcare.co.za Fax your claim to: 021 673 9582 Post your paper claims to: Libcare Private Bag X3 Century City 7446
Hospital, casualty and other Scheme authorisations	Tel: 0800 12 CARE (2273) (08:00-17:00 Mon-Fri) Fax: 021 657 7521 Email: approvals@libcare.co.za
Chronic Medicine Management	Tel: 0800 12 CARE (2273) (08:00-17:00 Mon-Fri) Fax: 021 657 7671 Email: chronicmed@libcare.co.za
Cancer/Oncology Management Programme	Tel: 0800 12 CARE (2273) (08:00-17:00 Mon-Fri) Email: oncology@libcare.co.za
Centre for Diabetes and Endocrinology (CDE)	Tel: 011 053 4400 Email: Members@CDEDiabetes.co.za Web: www.CDEDiabetes.co.za
HIV/AIDS Management Programme	Tel: 0800 12 CARE (2273) (08:00-17:00 Mon-Fri) Fax: 021 673 8879 Email: care@libcare.co.za
Libcare Fraud Hotline	0800 212 638
Road/Third Party Accident Claims	Tel: 0861 303 303 Email: possiblethirdpartyclaims@batsumicare.com
Netcare 911 for emergencies within South Africa	082 911 Email: netcare911.customerservice@netcare.co.za Web: www.netcare911.co.za
Netcare 911 for emergencies in neighbouring countries	082 911
Membership Applications and Amendments	Liberty Payroll / Mylife@work / Libcare Desk
Council for Medical Schemes	Tel: 0861 123 267 Web: www.medicalschemes.com
Libcare Banking details for debt repayment	Account Holder: Libcare Medical Scheme Bank: Standard Bank Branch code: 025 109 Account number: 072 621 044

Thank you for taking the time to familiarise yourself with Libcare.
 For further information please call 0800 12 CARE (2273) (office hours) or visit www.libcare.co.za.

Disclaimer

This is an overview and summary of the Libcare services and benefits. Every attempt has been made to ensure complete accuracy of this Member Guide. However, in the event of a conflict between this guide and the registered Rules of the Scheme, the Rules will prevail. E & OE.





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