

# Aetna International: How the Program Works

for The Church of Jesus Christ of Latter-day Saints  
DMBA/Missionary Medical Program in Puerto Rico

## Aetna International (AI) & First Health

### Welcome to Aetna International!

Since medical expenses for Young Missionaries are fully paid for using The Church's tithing funds through the DMBA/Missionary Medical-Aetna International program, it is important to understand how the program is intended to work. This **"How the Program Works"** document is intended to provide you with a high-level overview regarding the basic function of the Aetna International plan for the Young Missionaries in your area. It will also serve as a reference guide to assist you with the answers to many of the questions or situations you may encounter while securing care for the Young Missionaries. Please take the time to become familiar with this document and should you ever have any questions regarding it or how the plan works in general, please feel free to reach out to your assigned Aetna International Account Manager.

### Aetna International Team for the Church

**Daniela Lucas**, Account Manager

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619-642-3454

*Based in Utah, United States*

Aetna Customer Service Dedicated Team Available 24/7/365:

(For status of claims sent to Aetna International - providers paid with Mission funds)

1-888-219-0477 International Toll-free

or +001-813-775-0451 (Call U.S. Direct)

**With Aetna International coverage, the advantages for the Mission President and Young Missionaries will be:**

- Simplify the administration of health care benefits for the Mission and the missionaries.
- Provide access to providers, clinics, and hospitals through Aetna International as well as offer quality, cost-effective care using their expertise with the local healthcare system(s).

### ID Cards

ID cards will be mailed directly to the Missions from Aetna and will be co-branded with the AI and First Health logos. When the ID cards are received, please hand them out to the missionaries along with **"Important – Missionary Instructions"** (*the ID Card letter*). The ID card letter is a DMBA/Missionary Medical document that iterates the responsibility of having an ID card as well as touches on how to access care.

**IMPORTANT: The DMBA/Missionary Medical-Aetna International coverage for a Young Missionary terminates on the day the mission assignment formally ends, as reported by the Missionary Department. All forms of the ID card (physical and digital) should be collected and destroyed. Failure to collect cards from a Young Missionary that has returned home could result in that missionary inappropriately using their card after their plan has ended resulting in extra Church resources being used to compensate for the cost of the services.**

If a Young Missionary loses their ID card or it has been stolen, please send an email to [LDSIDCARDS@aetna.com](mailto:LDSIDCARDS@aetna.com) to request a replacement. You will need to include the Young Missionary's full name (first and last) and their Aetna W ID number.

## How to Access Care

**IMPORTANT: Whenever a Young Missionary needs medical attention, they must obtain approval from the Mission President, his wife, a Mission Health Advisor, or any appointed Mission Leader, who will need to contact AI and/or the facility/provider on their behalf. In the event of any emergent situation, the missionary should seek immediate care and the Mission Leaders should be notified as soon as possible.**

### In-Network/Participating Facilities/Providers with FIRST HEALTH:

- Mission should identify a participating facility/provider using the First Health provider directory sent by email to the mission leaders and AMA. A copy can be requested at any time by emailing the Aetna representative.

**NOTE: Please DO NOT use eMed to validate a facility/provider's participation in the network. eMed is a DMBA/Missionary Medical website and the information in it is managed by the Missions, not by Aetna or any network partners. Neither Aetna nor any network partners have access to eMed.**

- Once a participating facility/provider is identified, the Mission or the missionary should make an appointment directly with the facility or medical provider.
- **IMPORTANT:** For providers who are in the First Health network, after scheduling the appointment, the missionary should just present themselves timely for the appointment, **a Guarantee of Payment (GOP) is not necessary for First Health providers. The Aetna/First Health ID card identifies themselves as having coverage through First Health.** The providers office should not ask for any payment and the provider will invoice First Health directly.

### Aetna International (AI) Providers -When a direct payment arrangement is required, if there are providers available and are accepting an AI Guarantee of Payment (GOP).

- Mission should identify a participating facility/provider using the Aetna provider listing found on the page for the Area/Location/Country that your Mission is located in, on the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lds.html>

**NOTE: Please DO NOT use eMed to validate a facility/provider's participation in the network. eMed is a DMBA/Missionary Medical website and the information in it is managed by the Missions, not by Aetna or any network partners. Neither Aetna nor any network partners have access to eMed.**

- Once a participating facility/provider is identified, the Mission or the missionary should make an appointment directly with the facility or medical provider.
- **As soon as an appointment is made or as soon as a missionary is in-route to a network facility/provider, the authorizing Mission Leader should call or email a request directly to the AI to obtain a Guarantee of Payment (GOP).**

#### Request a Guarantee of Payment (GOP) - AI

Call: (US Direct) +813-775-0451 or toll free +888-219-0477

Email (Preferred): [AIOA@aetna.com](mailto:AIOA@aetna.com)

Be prepared to share/provide the information as outlined on the last page of this document ("*Form to request a Guarantee of Payment for care*"). You can copy and paste from that page into an email or print, fill out and email as an attachment.

- The Mission should direct the missionary to go to an in-network facility/provider and be prepared to present his/her AETNA ID card, copy of the GOP that was obtained (*if possible*), and another form of valid ID upon arrival.

***Failure to follow the process as outlined above may result in the participating facility/provider requiring payment at the time of service.***

## How to Access Care - *Continued*

**IMPORTANT:** If for any reason the participating facility/provider (*as found on the provider listing found on the page for the Area/Location/Country where your Mission is located on the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lds.html>*) requires any form of payment, at time of service despite the Mission/missionary presenting a valid ID card **AND** a GOP having been placed, please do not delay care. Please pay for the care and obtain a detailed receipt/invoice that will then need to be sent to Aetna for reimbursement back to the Church.

Afterwards, please be sure to notify your assigned Aetna Account Manager with details of the interaction as soon as possible. Be sure to include the missionary's full name, Aetna W ID Number, date of service, facility/provider name, facility/provider address, facility/provider phone number, name of person at the facility/provider they interacted with, and (if possible) a copy of the GOP that was placed.

Doing this will allow your assigned Aetna Account Manager to be able make an outreach to the provider to identify why they did not honor their network agreement and resolve.

### **Out-of-Network/Non-Participating Facilities/Providers:**

Please know that in some of the Mission's areas there may not be any facilities/providers that are participating in the network, or the Network participating facilities/providers may not be the ones you prefer to direct the missionaries to. **For facilities/providers that are not participating in the network, you may still choose to seek or direct those needing care there, however, the Mission will need to be prepared to pay for the care up-front, obtain a detailed receipt/invoice, and submit a claim to Aetna for reimbursement.**

### **Emergency Care:**

Contact the Aetna International Service Center as soon as possible, but please know that care should not be delayed. Once contacted, AI will coordinate with the facility/provider, participating or not, to attempt to avoid the missionary from having to make a payment to the provider at the time of service.

### **Non-Emergency Care:**

A Letter of Authorization (LOA) will be required and should be requested by calling/emailing Aetna International and be prepared with the information outlined on the last page of this document. AI will then work to place the requested GOP as soon as possible, but this could take several hours depending on the facility/provider's availability. The Aetna International Service Center representatives are available 24 hours, 7 days a week. If the request is made after the working business hours of the facility/provider's office, AI may have to wait until the office is open before confirming that the LOA has been successfully placed.

## Reimbursement/Pay and Claim Process

If a Young Missionary uses personal funds to pay for medical expenses that should have been covered by the DMBA/Missionary Medical-Aetna International plan, the Mission office should reimburse that missionary. If the Mission office reimburses a missionary for medical expenses, or if the Mission office pays medical bills directly to a provider, the Mission Financial Secretary should code those expenses to Mission account code #XXXX900-5949. When this is done, the funds come from a headquarters Missionary Department medical budget and the local Mission's budget is not affected. The Mission office should then submit a reimbursement claim form to Aetna so that Aetna can reimburse the headquarters account from which the funds came. **Aetna does not send reimbursements to individual mission offices.**

### Claim Forms

Claim forms have been customized for the Church that are located on [www.missionarymedical.org](http://www.missionarymedical.org) or [www.aetnainternational.com/en/site/lds.html](http://www.aetnainternational.com/en/site/lds.html). Please choose the appropriate claim form depending on the method of reimbursement being requested.

**All claim forms listed below are available in English, French, Portuguese, and Spanish at [www.aetnainternational.com/en/site/lds.html](http://www.aetnainternational.com/en/site/lds.html).**

1. **Young Missionary - Claim Submission Spreadsheet** (*Reimburse Church*): Reimburse the Church if Mission funds were used. This worksheet allows for multiple claims submissions for multiple Young Missionaries under on one form.
2. **Mission President** (*Reimburse Mission President*): Reimburse Mission President if personal funds were used to pay provider directly.
3. **Senior Missionary** (*Reimburse Senior Missionaries*): Reimburse Senior Missionaries enrolled on the Senior Service Medical plan if personal funds were used to pay provider directly.
4. **Medical Assistance** (*Reimburse Young Missionary or responsible party*): **For use when a Young Missionary is on a Medical Assistance extension ONLY.** Reimburse Young Missionary enrolled on a Medical Assistance extension or the responsible party assisting them if personal funds were used to pay provider directly.

**NOTE: Anytime a Young Missionary pays for care, they should obtain and turn in the receipt/invoice to the Mission. Upon presentment of the receipt/invoice, Mission funds should be used to reimburse the missionary the Mission should submit the receipts for reimbursement to the Church using form #1 above.**

### Submitting the Claim

1. Complete the appropriate claim form.
2. Copy all receipts on a single piece of paper (or as many as necessary). Be certain that all receipts are legible. Receipts must be fully itemized bills and/or detailed receipts that include diagnosis (nature of illness) and the procedures/services performed as well as the name of any medications obtained.
3. Write the missionary's full name (first, last) and their Aetna Member identification number (starts with a "W") on each document submitted with the Claim form (*refer to the Aetna International ID Card or the monthly enrollment listing sent to the Mission to obtain this information*).
4. Include contact information (phone and email address) where the Mission office can be reached in case Aetna has any questions about the Claim.
5. Submit the completed the Claim form with all associated receipts:

**a. via FAX to:**

Toll-free: 800-475-8751  
Direct: 859-425-3363

**b. by mail to:**

Aetna; P.O. Box 981543  
El Paso, TX 79998-1543 USA

- c. In an Email 10MB limit (PREFERRED) to:**  
[aiservice@aetna.com](mailto:aiservice@aetna.com)

## Pre-Authorization of Specific Care for Young Missionaries by DMBA/Missionary Medical

**This is a REQUIRED process in your area.** It requires that the Mission President, Area Medical Advisor, or whomever at the Mission is responsible for the care of the Young Missionaries to request pre-authorization from DMBA/Missionary Medical for certain care. Following this process is vital as it ultimately provides DMBA/Missionary Medical the opportunity to review potentially complex medical cases for any impacted Young Missionaries and assist with finding and providing the best options for care.

This process **does not apply** to the Mission President, his family or to any Senior Missionaries.

**Also, please note that this pre-authorization requirement does not apply to life-threatening emergency situations or procedures not identified below.**

Pre-authorization should be requested from DMBA/Missionary Medical for the following treatments:

1. MRI of head or spine
2. Colonoscopy or Endoscopy
3. Scheduled, non-emergency surgery (**Inpatient and Outpatient**)
4. Requests for **more than** 10 physical therapy visits
5. Requests for **more than** 9 mental health counseling visits
6. Cancer treatment or cancer diagnostics (PET scan, biopsy, mass removal)
7. Biologics

When any of these treatments are needed, the process will be for the Mission President, Mission President's Wife, Mission Health Advisor, the Area Medical Advisor or whomever has been authorized by the Mission President to complete an online template at: [www.dmba.com/mmprecert](http://www.dmba.com/mmprecert)

Once the request is submitted, DMBA/Missionary Medical will coordinate appropriate review and approvals with the Missionary Department.

DMBA/Missionary Medical monitors these notifications and anticipates providing a response within 24 hours of receipt of your communication.

**Pre-authorization for these specific treatments is required for the following reasons:**

1. To promote global consistency in the pre-authorization of care.
2. Reduce the amount of extensive in-field care provided in the mission. If a missionary's health is insufficient to serve, Missionary Department policy is that they should return home.
3. To protect missionaries, their companions and mission leaders from managing complex treatments which are better addressed by the missionary's family at home.
4. To identify pre-existing conditions that should not be treated using tithing funds.

If you have any questions, please contact DMBA/Missionary Medical by email at [MMInternationalTeam@dmba.com](mailto:MMInternationalTeam@dmba.com) or by telephone at 801-578-5650 after dialing the appropriate country code(s).

## Resource Quick List for Mission Leaders

- **Aetna International How the Program Works (this document):** CRITICAL INFORMATION FOR UNDERSTANDING THE PROCESS
- **Young Missionary Plan Coverage Basics:** Simplified details regarding services that are limited or NOT covered under the plan as instructed and directed by DMBA/Missionary Medical. This document can be found on the “Home” page of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lids.html>
- **MissionaryMedical.org:** The DMBA/Missionary Medical website has set up a section focused entirely on the Aetna International program, with training, informational materials, claim forms, contact information, FAQs, and a link to the Aetna International website. The Aetna International reimbursement forms (*claim forms*) can be found on the [www.missionarymedical.org](http://www.missionarymedical.org) website. On the site’s home page, click on “**Provider Information and Mission Office Materials.**” At the bottom of the page under “**Aetna International Forms and Materials,**” click on any of the three separate links to access the appropriate reimbursement form outlined above.
- **eMed:** eMed is a DMBA/Missionary Medical website. No access to that site is given to anyone at Aetna International. The information found in eMed is maintained by DMBA/Missionary Medical and the Missions only. **Any provider listing that exists in eMed was created by those serving at the Mission, are not maintained by Aetna, and may not reflect current participation with the DMBA/Missionary Medical-Aetna International program.** See “*In-Network/Participating Provider Listing*” below for how to locate an in-network/participating provider.
- **ID Card Letter:** Outlines the DMBA/Missionary Medical process for the missionary on how and when to seek medical care. This letter is found under the “**Important – Missionary Instructions**” dropdown on the “**Claim Forms & Church Guidelines**” page of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lids.html>
- **Benefit Principles:** Benefit principles set forth by DMBA/Missionary Medical to guide your medical care decisions. This letter is found under the “**Benefit Principles – A guide for Mission Presidents**” dropdown on the “**Claim Forms & Church Guidelines**” page of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lids.html>
- **Claim forms:** The forms are housed on the “**Claim Forms & Church Guidelines**” page of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lids.html> or can also be found at [www.missionarymedical.org](http://www.missionarymedical.org).
- **Young Missionary Listing in Excel format:** For your convenience, a monthly listing is sent to the main Mission email address, with missionary name (as enrolled with Aetna), date of birth, Aetna ID#, and Aetna-assigned account number.

Mission Name	Mission Area	Aetna Account #
Puerto Rico	Caribbean	706418 -11-001

- **In-Network/Participating Provider Listing:** The most current version of this listing, as provided by Aetna International, can be found on the page for the Area/Region and Location/Country that your Mission is located in, on the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lids.html> For Puerto Rico, there is one directory for providers in the First Health network (flash the ID card) and there is a directory for Aetna providers who require the GOP.

## Resource Quick List for Mission Leaders - *Continued*

- **Medical Assistance:** When a missionary is to be given an early medical or emotional release to return home in order to receive treatment associated with an injury or illness that occurs during missionary service outside of the United States, the Mission President contacts the IFR (In Field Representative) at the Church's Missionary Department. A Missionary Change Form is sent to DMBA/Missionary Medical.

If post-Mission Medical Assistance is needed, the IFR will contact the DMBA/Missionary Medical Nurse Team by phone (801-578-5775 or 801-578-5767) or e-mail ([MissionaryMa@dmba.com](mailto:MissionaryMa@dmba.com)) to formally request medical assistance. The nurse team will retrieve all needed information from the Missionary Inquiry system. If approved, post-Mission Medical Assistance covers the specific injury or illness that began during the missionary's service.

Additional information and resources regarding Medical Assistance can be found on the Medical Assistance pages (available in English, Spanish, French and Portuguese) of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lds.html>.

- **Senior Missionaries enrolled on the Senior Service Medical Plan (SSMP):** Senior Missionaries are responsible to purchase their own medical insurance. Many Senior Missionaries will purchase the Aetna SSMP insurance. Senior Missionaries should understand their personal medical insurance plans, and they should coordinate their personal medical needs with their specific insurance companies.

**The Aetna SSMP plan, and those Senior Missionaries who have elected to purchase it, are not the responsibility of the Mission.** No reporting will be sent to the Mission for them. Any Senior Missionary enrolled on the SSMP should not be using Mission funds to pay for their care. It is the expectation of the Church that these individuals will handle the coordination of services needed and any payment needed for their own care as well as seeking reimbursement from Aetna when their personal funds are used. A claim form and other helpful information for all enrolled on the SSMP can be found on the "Senior Missionaries" page of the custom website that Aetna has created for the Missions at <https://www.aetnainternational.com/en/site/lds.html>.

**For any inquiries regarding coverage under the SSMP or those related to Medicare upon return to the states, please refer them to:**

### **DMBA/Missionary Medical Senior Missionary Assistance:**

**Toll free phone:** 1-800-777-1647

**Local/International phone:** 801-578-5650

**Fax:** 801-578-5907

**Email:** [srmissionary@dmba.com](mailto:srmissionary@dmba.com)

# Aetna International (AI)

## Form to Request a Guarantee of Payment for Care

For use by the **Missions/Missionaries** of **The Church of Jesus Christ of Latter-day Saints**

**Instructions:** Complete below or be prepared to provide this information when emailing or placing a phone call **before** each missionary goes to seek care. **Information below is needed whether request is made via Email or Phone.**

Email (preferred): [AILOA@aetna.com](mailto:AILOA@aetna.com)

or Call: +813-775-0451 or 888-219-0477 (toll free)

If emailing, please complete this template. Once completed, send to [AILOA@aetna.com](mailto:AILOA@aetna.com) with subject line, 'GOP Request for First and Last Name'.

If the request is an **EMERGENCY**, the subject line should be, "URGENT GOP Request for 'First and Last Name'"

**NOTE:** If you haven't received the URGENT GOP (for an emergency) within 1 hour or the normal GOP (for appointment not an emergency) within 2 hours, please call Aetna International at 813-775-0451.

<b>Missionary First Name:</b>
<b>Missionary Last Name:</b>
<b>AETNA "W" ID:</b>
<b>Date of Birth (please use MM/DD/YYYY format):</b>
<b>Mission Name:</b>
<b>City and Country:</b>
<b>Medical Complaint (symptoms. Ex. Knee pain, sore throat, abdominal pain, etc.):</b>
<b>Services/Care needed (MD consultation, ER visit, Hospital Admission, etc.):</b>
<b>Appointment Date &amp; Time (please use MM/DD/YYYY format):</b>
<b>Facility/Provider Name (please be as specific as possible with provider's name):</b>
<b>Facility/Provider Address and Phone Number (Required to locate the accurate Facility/Provider to issue GOP):</b>
<b>Physician's Name (if known):</b>
<b>Physician's Specialty (if known):</b>
<b>Mission Contact/Requestor's Name (required in case clarification regarding the request is needed):</b>
<b>Mission Contact/Requestor's Telephone Number:</b>
<b>Email address(es) of any other contacts who should receive a copy of the GOP when issued:</b>

**IMPORTANT: When seeking care, it is recommended to have both GOP and your ID/Passport readily available.**