

Tips When Traveling

For faculty and staff that will not be on campus during the summer, may be out of the area, or may be traveling abroad, the following information may be useful and assist you and with your health care needs.

1. If you wish to find out more about the medication you are on, or if you wish to see what your cost for the prescription may be for a 30 day supply through a Caremark Network Pharmacy or the 90 day supply through Caremark's mail order pharmacy, that information can be accessed at www.Caremark.com.
2. If you need pharmacy mail order forms, or you need to check where your mail order prescription drugs are in the process, that can be accessed at www.Caremark.com
3. If you need to locate a pharmacy near your home or your vacation area (within the United States) please use the pharmacy locator on the Caremark web site.
4. If you are planning to be out of the country and you are on daily prescription drugs, you will need to use the mail order pharmacy in order to get a 90-day supply of your medication.
5. Whether you are traveling by air within the United States or abroad, please pack your prescription medications in your carry-on so they do not get lost or stolen.
6. Please make sure you have both your medical card and prescription drug card especially when you are traveling within the United States. Your Medical Card has Medical Mutual at the top and has on the front at the bottom the \$20.00 Office Visit Co-pay. If you do not have the Medical Mutual Card, please call our office at 2-2112. If you do not have the Caremark Prescription Drug card, please call the Caremark Customer Service number 800-773-7975 to order one.
7. If you are out of the country, and need health services, you will need to pay the bill (credit card is recommended) and then bring the claim to our office. We will need documentation of the description of services received and the currency exchange rate at the time of the service. These are then filed with Medical Mutual. For acute prescriptions drugs you will need to do the same thing. Again if you are on a medication that you take everyday or called a maintenance drug, please use mail order to get enough of your medication before you leave
8. If you find yourself traveling abroad or within the United States for an emergency situation and you have problems with not having enough medications or your refill for your medications is during the time you are away, please contact the Office of Human Resources at 2-2112 so we can assist you in getting your medication. This is only for situations that are urgent or emergent in nature.

9. If you are traveling within the United States and need services, emergency services are covered under your plan wherever you go. If you need other services such as a specialist or a primary care doctor visit for things that are not an emergency, please contact the number that is affiliated with the state you are in (located on the back of your card). Also, you can go to www.medmutual.com to locate providers in different states.

As soon as the new academic year begins, the Office of Human Resources is preparing for the fall open enrollment period for the next plan year. If you are going to be on sabbatical or some kind of leave for the fall semester, please let our office know where we should send your open enrollment information that comes out in the fall.

If during the summer you move, please change your address with the University as soon as possible so that communications regarding open enrollment or your health care plan can be sent to your new address.