



Getting Started on the MEMPHIS Plan (Employer/Participant Copy)

Hello MEMPHIS Plan Employers and Participants, please read the following information below and sign to acknowledge your understanding. Call or email immediately if you have any questions. Thank you.

1. **PLEASE be RESPECTFUL and COURTEOUS in all interactions with volunteers and staff providing MEMPHIS Plan services. PLEASE be PRESENT and ON TIME for all appointments.** The healthcare services you are receiving are donated by concerned, generous medical professionals and staff who volunteer their time to serve our community. ***Inappropriate, disruptive behavior or missed, late arrival for appointments can result in termination from the plan.***
2. The MEMPHIS Plan is **NOT INSURANCE**. It is a health care ministry of Church Health, **comprised of volunteer physicians and donated medical services**. All services must be donated before they can be offered through the MEMPHIS Plan. If we cannot get a service donated, we cannot offer that service. This requirement is part of the MEMPHIS Plan Act of 1991, set forth by the state of Tennessee, and we do not have the authority to change, add or get bills donated for services beyond what is currently donated.
3. I understand all enrollment requirements, benefits and limits (non-covered services). I have read the **Enrollment Information Brochure** and acknowledge the list of covered and non-covered services available.
4. I understand that charges may be incurred by the MEMPHIS Plan participant/patient if services are not completely donated by MEMPHIS Plan physician or facility.
5. **Participants will be assigned a primary care provider.** Because doctors donate their services and are limited in the number of participants they can serve, *participants cannot choose their doctor.* **Doctors' offices have different procedures for becoming an established patient within their offices.** *I understand it is my responsibility to identify and follow the procedure for becoming an established patient in my assigned primary care physician's office.*
6. **Participants are assigned and covered at only one hospital in Memphis**, either Methodist University or Baptist Memorial ONLY (listed on your MEMPHIS Plan ID card). ***(Methodist LeBonheur 16 years or younger only).***
7. ***Participants are responsible for knowing their assigned hospital and are responsible for 100% of the charges when admitted to any hospital other than assigned hospital.***
8. **Church Health urgent care clinic, counseling, dental and optometry services are NOT a part of the MEMPHIS Plan.** Participants can access these services through Church Health clinic, but they must verify their income and **pay separately for the services.**
9. Employee coverage ends when employment ends. **It is effective the last day of the month the termination notice arrives in the MEMPHIS Plan office, not the termination date.** Terminations must be faxed or emailed.
10. **It is the responsibility of the EMPLOYER to pay the invoice in full** and collect the employee portion of the monthly fees from the employee.

I have read and will follow the above information and instructions.

Employee Signature/Date

Employer Signature/Date

Company Name