

parexel<sup>®</sup>



2025

Benefit  
Decision  
Guide

**Open Enrollment:**  
November 4 – 18

**Benefits Effective**  
January 1 – December 31, 2025

**Health Advances – Action Required**

 **Aptia365**

# Welcome to Your 2025 Benefits Enrollment

## Choose Your Benefits November 4 – 18

### 2025 Benefit Elections:

- You can elect or change your Parexel benefits for the 2025 plan year during Open Enrollment November 4 – 18.

### Changes After Open Enrollment:

- You can make changes to some of your benefits in 2025 if you experience a Qualifying Life Event (QLE), such as getting married or having a baby. You must make changes within 31 days, (including the day of the event).
- If you have a reduction of hours or a change in your zip code throughout the year, you will receive an email to update your benefits.
- You can enroll year-round in Pet Insurance, Commuter Benefits and Auto and Home Insurance.

## Here's How It Works

Visit Aptia365 at <https://aptia365.com/parexel> for personalized support to guide you through the enrollment process.

Answer a few short questions to receive Expert Guidance and build a personalized benefits package.

Select the benefits package built for you, customize it further to best meet your needs and budget, or build your own package.

## What If I Don't Enroll?

- **Health Advances** – You must take action to complete enrollment this year. If you do not make elections by Nov. 18, you will have no benefits coverage other than employer-paid benefits.
- **Parexel** – If you don't enroll or make updates by Nov. 18, your current benefit elections will carry over to 2025 with 2025 plan and premium changes, except for spending and savings account elections.
- You must make a new election each year if you want to participate in the Flexible Spending Account and Health Savings Account (HSA) and to receive your employer's HSA contribution.
- You must enroll in the Health Savings Account (HSA) for 2025 during Open Enrollment to receive your employer's contributions.

If you (and/or your dependents) have Medicare or will become eligible for Medicare in the next 12 months, a federal law gives you more choices about your prescription drug coverage. Please see the creditable prescription drug coverage and Medicare notice in the legal notices at the back of this booklet for more details.

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## Questions?

Aptia365 is ready to help you understand your options and make the right choices for your needs and budget.

<https://aptia365.com/parexel>

## Click to Chat

Virtual assistant available 24/7 or chat with a live Benefits Counselor Monday – Friday, 7 am – 9 pm ET

## Phone

**866-696-8683**

Benefits Counselors available Monday – Friday, 7 am – 9 pm ET Saturday, 10 am – 2 pm ET

This Benefits Decision Guide provides an overview of the benefits available to eligible employees and their dependents. It should not be relied on as a binding legal document. In the event of any discrepancy, the official plan documents will govern in all cases.

**Aptia365 Mobile App:** Quickly access your benefit information on the go with the new app for iOS and Android Mobile devices. With the app, you can view your employer-sponsored benefits after they are in effect, easily access carrier contact information and store images of your ID cards for quick reference.

# How to Enroll

Visit the Aptia365 website at <https://aptia365.com/parexel>, select “Get Started” and follow the instructions to register.

## Multi-factor Authentication (MFA)

- MFA combines your username and password with a temporary numeric code sent to you as an additional security factor to confirm your identity and keep your information safe. Each time you log in, you will go through the MFA code process.
- You will need to provide the last four digits of your Social Security Number (SSN), your last name, date of birth and zip code.
- Choose either the email and/or phone number your employer provided. A verification code will be sent to the device you selected, and you will enter that code to complete registration.
- If an email or phone number has not been provided, you will need to add an email address at this time. You can input an alternate email or phone number to be used for future verification.

## Need Help?

If you don't have access to a computer or need assistance, you can enroll with a Benefits Counselor by calling  
**866-696-8683**

Help is available via phone:  
Monday – Friday, 7 am – 9 pm ET  
Saturday, 10 am – 2 pm ET

## Cost of Coverage

Parexel offers employees flexible and affordable options, while paying a portion of the coverage. You pay the rest through payroll deductions. This ensures peace of mind and financial security by providing a selection of benefits.

## Who is Eligible for Benefits?

Eligible employees are full time employees. For some benefits, you can also enroll your eligible dependents:

- Spouse
- Child(ren) and Stepchild(ren) (including disabled and court-ordered dependents)

For more information on family member requirements, please refer to the Dependent Eligibility Documentation Requirements posted on <https://aptia365.com/parexel>.

## Expert Guidance

Use the Expert Guidance decision support tool to get advice on what healthcare packages best suit you and your family. Simply answer a few questions and you'll be prompted to select the package or customize it further to best meet your needs.

How does Expert Guidance work?

- It starts with a few confidential questions online to get to know you better.
- Your responses allow the Expert Guidance tool to find the best options for you.

# What's New for 2025

Below are the coverage offerings for 2025. More details about the plans can be found in this guide and at <https://aptia365.com/parexel>.

## Medical Plans

- Blue Cross Blue Shield of MA \$1,000, \$1,500, \$2,000 and \$3,300 Deductible Plans

## Dental Plans

- Delta Dental Basic Plus Dental, Standard Dental and Enhanced Dental with Orthodontia Plans

## Vision Plans

- VSP Materials Only and Enhanced Vision Plans

## Other Changes

- **Aptia365 HUB:** The Aptia365 HUB will help you easily price healthcare services, find medical providers and have an expert physician review a diagnosis or a treatment plan. You'll also be provided with a Personal Health Advocate to help you with a wide variety of health questions.
- **Aptia365 Mobile App:** Quickly access your benefit information on the go with the new app for iOS and Android Mobile devices. With the app, you can view your employer-sponsored benefits after they are in effect, easily access carrier contact information and store images of your ID cards for quick reference.
- **Optional Coverage Offerings:** Critical Illness, Accident, Hospital Indemnity, Term Life, Accidental Death and Dismemberment (AD&D), Universal Life, Short Term and Long Term Disability, Commuter, Legal, Identity Theft, Pet Insurance, Auto and Home Insurance, Online Discount Mall

# Medical and Prescription Drug Coverage

Medical coverage offers valuable benefits to help you stay healthy and pay for care if you or your covered family members become sick or injured.

## Which Medical Plan is Right for You?

When you go online, you will navigate through the portal and choose your benefits.

- Choose Expert Guidance to get a personalized package built for you that you can further customize.
- Enroll by individual benefit: You will have an experience similar to shopping online, navigating through different categories and adding benefits to your shopping cart. Just click “check out” when you are finished!

As you prepare, think about:

- How much healthcare and what type of care did you need this year?
- Do you expect your needs to be similar next year?
- Do you prefer to pay less from your paycheck or less out of your pocket when you need care?

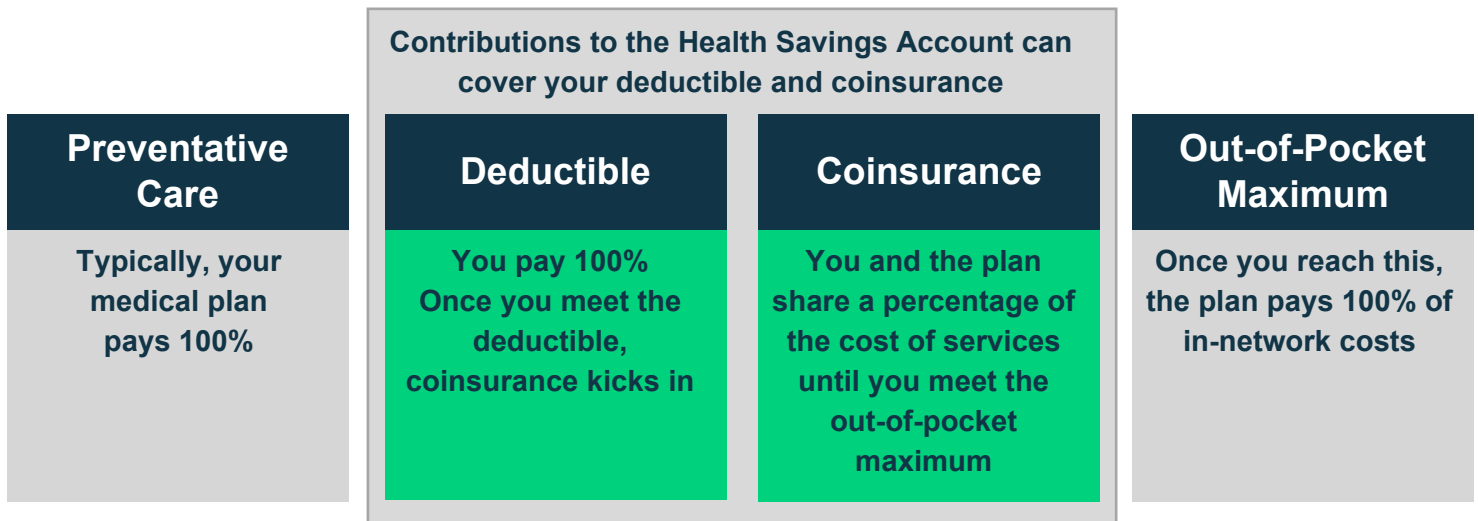
## Have You Considered a High Deductible Health Plan?

High deductible health plans have lower premiums and may result in lower annual medical costs. These plans offer several advantages to reward you for taking an active role in your healthcare spending.

- Lower paycheck costs: Allows you to keep control over more of your money
- Comparable benefits: In-network preventive care is still 100% covered

## How the Health Savings Account works with a High Deductible Health Plan

- Tax-advantaged savings account: Enrolling in a Health Savings Account helps you pay your deductible and out-of-pocket costs
- Parexel will contribute to your HSA to get your savings started



# Medical and Prescription Drug Coverage

## Using In-Network Providers

You'll save money when receiving care from an in-network provider. To access a list of in-network providers, click on the link provided on the Aptia365 enrollment site. Using an out-of-network provider could result in more out-of-pocket costs.

## Helpful Information about Deductibles and Out-Of-Pocket Maximums

When electing coverage for any family members in addition to yourself, deductibles and out-of-pocket maximums are applied differently for different plans.

| PLAN   | DEDUCTIBLE   | OUT-OF-POCKET MAXIMUM  |
|--|--|--|
| <b>\$2,000 Deductible Plan</b>   | All family members' expenses count towards the annual Family Deductible and once met, the entire family is covered by the plan's applicable copays or coinsurance. | The annual Out-of-Pocket Maximum applies to the entire family.   |
| <b>\$1,000 Deductible Plan</b><br><b>\$1,500 Deductible Plan</b><br><b>\$3,300 Deductible Plan</b> | Once one family member meets the annual Individual Deductible, that family member is only responsible for copays or coinsurance.                                   | Once one family member meets the annual Individual Out-of-Pocket Maximum, the plan pays covered benefits in full for that family member. |

## Prescription Drug Coverage

- Your prescription drug coverage depends on the medical plan you choose. Medications are grouped into tiers, which determine your portion of the drug cost.
- High deductible health plan members pay 100% of the prescription drug costs until the annual deductible is met.
- The applicable coinsurance per prescription applies after the annual deductible has been met.

| YOU PAY                           | WHAT'S COVERED*   |
|-----------------------------------|---|
| <b>Lowest Cost Sharing</b>        | <b>Most Generic Prescription Drugs</b><br>Generic drugs that are equivalent to a brand product in dosage form, strength, quality and intended use |
| <b>Second-Lowest Cost Sharing</b> | <b>Preferred Brand Name Drugs</b><br>Drugs sold under specific trade names that are favorably priced by the pharmacy plan                         |
| <b>Highest Cost Sharing</b>       | <b>Non-Preferred Brand Name Drugs</b><br>Drugs sold under specific trade names that have a more cost-effective alternative                        |

\*Some plans have additional prescription tiers. See plan documents for details.

# Medical and Prescription Drug Coverage

## Review Your Medical Plan Options

### Blue Cross Blue Shield of MA

Network: BlueCard PPO

Benefits are per insured person and after deductible.

|   | \$1,000 DEDUCTIBLE PLAN |                 | \$1,500 DEDUCTIBLE PLAN    |                          |
|---|-------------------------|-----------------|----------------------------|--------------------------|
| <b>HEALTH SAVINGS ACCOUNT</b>                   |                         |                 |                            |                          |
| HSA Eligible                                    | No                      |                 | No                         |                          |
| HSA Employer Funding                            | N/A                     |                 | N/A                        |                          |
|   | IN-NETWORK              | OUT-OF-NETWORK  | IN-NETWORK                 | OUT-OF-NETWORK           |
| <b>ANNUAL DEDUCTIBLE</b>                        |                         |                 |                            |                          |
| Individual                                      | \$1,000                 | \$3,500         | \$1,500                    | \$4,000                  |
| Family  | \$2,000                 | \$7,000         | \$3,000                    | \$8,000                  |
| <b>OUT-OF-POCKET MAXIMUM</b>                    |                         |                 |                            |                          |
| Individual                                      | \$3,500                 | \$7,000         | \$4,000                    | \$8,000                  |
| Family  | \$7,000                 | \$14,000        | \$8,000                    | \$16,000                 |
| <b>MEDICAL BENEFIT COVERAGE</b>                 |                         |                 |                            |                          |
| Plan Coinsurance                                | 80%                     | 60%             | 80%                        | 60%                      |
| Preventive Care                                 | 100%                    | 60%             | 100%*                      | 60%                      |
| Primary/Specialist Visit                        | \$25/\$45 copay*        | 60%             | 80%                        | 60%                      |
| Urgent Care                                     | \$50 copay*             | 60%             | 80%                        | 60%                      |
| Inpatient Hospital                              | 80%                     | 60%             | 80%                        | 60%                      |
| Outpatient Hospital                             | 80%                     | 60%             | 80%                        | 60%                      |
| Emergency Room                                  | \$150, then 80%         | \$150, then 80% | 80%                        | 80%                      |
| <b>RETAIL PRESCRIPTIONS (30-DAY SUPPLY)</b>     |                         |                 |                            |                          |
| Generic   | \$10 copay*             | \$10 copay*     | 70% (min \$10, max \$20)   | 70% (min \$10, max \$20) |
| Preferred Brand                                 | \$30 copay*             | \$30 copay*     | 70% (min \$25, max \$50)   | 70% (min \$25, max \$50) |
| Non-Preferred                                   | \$60 copay*             | \$60 copay*     | 55% (min \$40, max \$80)   | 55% (min \$40, max \$80) |
| <b>MAIL-ORDER PRESCRIPTIONS (90-DAY SUPPLY)</b> |                         |                 |                            |                          |
| Generic   | \$25 copay*             | Not covered     | 70% (min \$25, max \$50)   | Not covered              |
| Preferred Brand                                 | \$75 copay*             | Not covered     | 70% (min \$63, max \$125)  | Not covered              |
| Non-Preferred                                   | \$150 copay*            | Not covered     | 55% (min \$100, max \$200) | Not covered              |

\*Deductible does not apply

For additional plan details, visit  
<https://myparexelbenefits.com>



# Medical and Prescription Drug Coverage

## Blue Cross Blue Shield of MA

Network: BlueCard PPO

Benefits are per insured person and after deductible.

|   | \$2,000 DEDUCTIBLE PLAN  |                | \$3,300 DEDUCTIBLE PLAN  |                |
|---|--|----------------|--|----------------|
| <b>HEALTH SAVINGS ACCOUNT</b>                   |  |                |  |                |
| HSA Eligible                                    | Yes  |                | Yes  |                |
| HSA Employer Funding                            | Employee Only: \$500/year<br>Employee + Dependent(s): \$1,000/year |                | Employee Only: \$500/year<br>Employee + Dependent(s): \$1,000/year |                |
|   | IN-NETWORK   | OUT-OF-NETWORK | IN-NETWORK   | OUT-OF-NETWORK |
| <b>ANNUAL DEDUCTIBLE</b>                        |  |                |  |                |
| Individual                                      | \$2,000  | \$4,000        | \$3,300  | \$6,600        |
| Family  | \$4,000  | \$8,000        | \$6,600  | \$13,200       |
| <b>OUT-OF-POCKET MAXIMUM</b>                    |  |                |  |                |
| Individual                                      | \$4,000  | \$8,000        | \$5,500  | \$11,000       |
| Family  | \$8,000  | \$16,000       | \$11,000   | \$22,000       |
| <b>MEDICAL BENEFIT COVERAGE</b>                 |  |                |  |                |
| Plan Coinsurance                                | 80%  | 60%            | 70%  | 50%            |
| Preventive Care                                 | 100%*  | 60%            | 100%*  | 50%            |
| Primary/Specialist Visit                        | 80%  | 60%            | 70%  | 50%            |
| Urgent Care                                     | 80%  | 60%            | 70%  | 50%            |
| Inpatient Hospital                              | 80%  | 60%            | 70%  | 50%            |
| Outpatient Hospital                             | 80%  | 60%            | 70%  | 50%            |
| Emergency Room                                  | 80%  | 80%            | 70%  | 70%            |
| <b>RETAIL PRESCRIPTIONS (30-DAY SUPPLY)</b>     |  |                |  |                |
| Generic   | 80%**  | 80%**          | 70%**  | 70%**          |
| Preferred Brand                                 | 80%**  | 80%**          | 70%**  | 70%**          |
| Non-Preferred                                   | 80%**  | 80%**          | 70%**  | 70%**          |
| <b>MAIL-ORDER PRESCRIPTIONS (90-DAY SUPPLY)</b> |  |                |  |                |
| Generic   | 80%**  | Not covered    | 70%**  | Not covered    |
| Preferred Brand                                 | 80%**  | Not covered    | 70%**  | Not covered    |
| Non-Preferred                                   | 80%**  | Not covered    | 70%**  | Not covered    |

\*Deductible does not apply

\*\*Deductible waived for some medications

## Tobacco Surcharge

Parexel is committed to helping you achieve your best health. You will pay a lower cost for benefits if you do not use tobacco products. Your benefit selection will be displayed as you proceed through the enrollment process. All tobacco responses will be calculated and reflected on your confirmation statement following your benefits enrollment. Please contact Parexel for more information, including any reasonable alternative standard that accommodates the recommendation of your personal physician. To participate in a smoking cessation program, please visit [guidanceresources.com](http://guidanceresources.com) to register and use PXLEAP when prompted for the company web ID.

# Spending and Savings Accounts

Save money on your healthcare and dependent care costs through the use of tax-advantaged accounts that allow you to use before-tax dollars to pay for eligible expenses. For additional details about the following accounts, visit <https://myparexelbenefits.com>.

## Access Your Accounts Anywhere

The “Accounts by Aptia365” mobile app is available for Healthcare Flexible Spending Accounts, Dependent Care Flexible Spending Accounts, Health Savings Accounts and Commuter Benefits. Use it to view account balances, upload receipts, review plan details, see your account activity and contact customer service.



Download the app from the App Store or Google Play. If you are enrolling in a spending and savings account for the first time, you will receive app login information in your welcome communication. If you are currently enrolled in an account but have not yet downloaded the mobile app, follow the in-app directions to complete the new user registration process.

## What Are Eligible Healthcare Expenses?

For a complete list of eligible expenses, visit [www.irs.gov](http://www.irs.gov) and see Publication 502. Some examples may include out-of-pocket expenses for:

- Office visits and lab work
- Prescription drugs
- Hospital stays
- Speech/occupational/physical therapy
- Dental and vision care
- Eligible over the counter medications and supplies

**Reminder:** Keep documentation to support your use of the money in these accounts for tax purposes.

# Spending and Savings Accounts

## Health Savings Account (HSA)

With the \$2,000 and \$3,300 Deductible Plans, you may qualify to contribute money to an HSA up to the IRS maximum. HSAs are tax-advantaged savings accounts you can use to pay for eligible healthcare expenses using your accrued contributions.

| Start It  | Grow It  | Use It   | Keep It   |
|---|--|--|---|
| <ul style="list-style-type: none"><li>• <b>Open an HSA</b></li><li>• To receive the company contribution, you must enroll in the 2025 HSA</li><li>• Even if you have an HSA in 2024, re-elect through WEX to save in 2025</li></ul> | <ul style="list-style-type: none"><li>• <b>Works like a bank account.</b> Decide how much to contribute to your HSA before taxes and change that amount at any time</li><li>• Once your account reaches a certain balance you can even choose how your money is invested</li></ul> | <ul style="list-style-type: none"><li>• <b>Pay no taxes on qualified expenses</b></li><li>• Use your available HSA funds to pay for eligible medical, prescription and approved over-the-counter drugs, dental and vision expenses for yourself and your eligible dependents</li></ul> | <ul style="list-style-type: none"><li>• <b>It's your money!</b> Unused funds can be carried over each year tax-free</li><li>• Plus, you may take the account with you if you leave Parexel, or save it to use during retirement</li></ul> |

### Important considerations:

- Pair it with a Combination Flexible Spending Account for additional tax savings. Eligible dental and vision expenses can be paid with Combination FSA funds from the first day of the plan year. Once you have incurred \$1,650/individual or \$3,300/family in out-of-pocket medical expenses and submit the required form, you can also use your account to pay for eligible medical expenses for the rest of the year.
- Withdrawals for qualified expenses are tax-free. For a complete list of eligible expenses, see Publication 502 at [www.irs.gov](http://www.irs.gov). Keep documentation to support your use of HSA money for tax purposes.
- You do **not** qualify for an HSA if you:
  - Are enrolled in Medicare or TRICARE
  - Are covered by any health insurance other than a qualified high deductible health plan
  - Can be claimed as a dependent on another person's tax return
  - Will have access to funds in a Healthcare FSA established for you or a family member, including under a grace period from the prior plan year. This is a period of time after the end of the plan year during which you can continue to incur expenses in order to spend down the remaining account balance.

### HSA Contributions

To help you start your HSA, Parexel will contribute:

- Employee Only coverage: \$500/year
- Employee + Dependent(s) coverage: \$1,000/year

For 2025, you can make pre-tax contributions from your paycheck up to the following amounts, or to the maximum indexed amount announced by the IRS for the plan year, if different:

- Individual coverage: \$4,300
- Family coverage: \$8,550
- If you're age 55 or older, you can contribute an additional \$1,000 per year.

The amounts listed above include both Parexel and your contributions, which cannot exceed the maximum allowable amount defined by the IRS. Proration rules may apply.

# Spending and Savings Accounts

## Flexible Spending Accounts (FSA)

Flexible Spending Accounts provide a great way to save money on your health and dependent care expenses.

|                            | HEALTHCARE FSA  | COMBINATION FSA   | DEPENDENT CARE FSA   |
|----------------------------|---|---|--|
| <b>Do You Have an HSA?</b> | Not available if you or Parexel contribute to an HSA.   | You or Parexel may contribute to an HSA if you have a Combination FSA.  | You are eligible for a Dependent Care FSA whether or not you contribute to an HSA.   |
| <b>Eligible Expenses*</b>  | Medical, dental and vision expenses.  | Dental and vision expenses, and medical after you have incurred \$1,650/individual or \$3,300/family in out-of-pocket medical expenses (or the indexed amounts announced by the IRS for the plan year, if different.) | Child/elder care for eligible dependents that allow you and/or your spouse to work (medical, dental and vision expenses are not eligible for reimbursement with this account).   |
| <b>How It's Funded</b>     | <ul style="list-style-type: none"> <li>• Paycheck contributions up to \$3,200 per year (or to the maximum indexed amount announced by the IRS for the plan year, if different).</li> <li>• Your annual election amount is made during your enrollment period. You cannot change it unless you have a qualifying life event during the year (such as getting married or having a baby).</li> <li>• Your entire annual contribution is available to reimburse you from the beginning of the plan year.</li> </ul> |   | <ul style="list-style-type: none"> <li>• Paycheck contributions up to \$5,000 per year per household (or to the maximum indexed amount announced by the IRS for the plan year, if different) to use for qualified dependent care or elder care expenses.</li> <li>• Your election is made during your enrollment period. You cannot change it unless you have a qualifying life event during the year (such as having a baby or a change in dependent care expenses).</li> <li>• Your funds are only available to reimburse you after they have been deposited into your account each pay period.**</li> </ul> |
| <b>Unused Funds</b>        | You will have through March 15 of the following year to incur new expenses after the close of the plan year. Claims must be submitted by March 31. Please note that this FSA grace period could impact your eligibility for HSA enrollment for the next plan year.  | You will have through March 15 of the following year to incur new expenses after the close of the plan year. Claims must be submitted by March 31.  | You should estimate your expenses carefully before enrolling because unused funds in your account do not carry over at the end of the plan year and are forfeited.   |
| <b>How to Access</b>       | You will receive a benefits debit card that you can use to pay for eligible expenses. Or, you can submit claims for reimbursement of eligible expenses.<br>NOTE: You'll receive one debit card to use for all of your Aptia365 supported accounts.  |   |  |

\*Eligible expenses as defined by the IRS.

\*\*Your contribution could be impacted by other reimbursements and your tax filing status. Consult your tax advisor for more information.

# Supplemental Health Coverage

## Need More Coverage?

Consider combining your medical coverage with Supplemental Health Insurance. These plans are a great complement to your medical plan and can help reduce the financial risk associated with illness and injury.

You may want additional coverage that pays benefits directly to you to help cover deductibles and out-of-pocket expenses.

Depending on your situation, you may be able to save money by purchasing a lower cost medical plan and adding one or more supplemental plans to achieve effective protection at a lower plan cost. Refer to the Supplemental Health section for more information.

**Critical Illness**

**Accident**

**Hospital Indemnity**

## IMPORTANT:

### **This is a fixed indemnity policy, NOT health insurance**

This fixed indemnity policy may pay you a limited dollar amount if you're sick or hospitalized. You're still responsible for paying the cost of your care.

- The payment you get isn't based on the size of your medical bill.
- There might be a limit on how much this policy will pay each year.
- This policy is not a substitute for comprehensive health insurance.
- Since this policy isn't health insurance, it doesn't have to include most federal consumer protections that apply to health insurance.

### **Looking for comprehensive health insurance?**

- Visit [HealthCare.gov](https://www.healthcare.gov) or call 800-318-2596 (TTY: 855-889-4325) to find health coverage options.
- To find out if you can get health insurance through your job, or a family member's job, contact the employer.

### **Questions about this policy?**

- For questions or complaints about this policy, contact your state Department of Insurance. Find their number on the National Association of Insurance Commissioners' website ([naic.org](https://www.naic.org)) under "Insurance Departments."

If you have this policy through your job, or a family member's job, contact the employer.

# Supplemental Health Coverage

Supplemental health plans provide cash payments to help offset the cost of a covered medical event. These plans pay in addition to existing medical insurance benefits.

## MetLife

Benefits and covered conditions vary by state. Review plan documents to verify covered benefits.

### Critical Illness

Recovering from a critical illness often brings significant expenses other than medical costs. Critical Illness insurance can help with the treatment costs of covered critical illnesses and complement your medical plan by helping to pay out-of-pocket expenses.

- Pays a lump-sum cash benefit directly to you if you are diagnosed with a covered critical illness
- You can qualify for coverage without having to answer any health questions
- Direct payment to you upon diagnosis of a covered condition
- Examples of conditions that may be covered include: cancer, heart attack, stroke, major organ transplant and end-stage renal failure\*
- Some programs offer additional wellness incentives

### Accident Insurance

Accident insurance can help you bounce back quicker by providing cash benefits if you experience a covered accident outside of work.

- Examples of covered services include emergency room, hospitalization, doctor's visits and physical therapy\*
- Additional benefits available for certain injuries, such as dislocations, fractures, burns and lacerations\*
- Pays benefits for each covered occurrence directly to you

### Hospital Indemnity

A hospital stay can cause serious financial setbacks due to medical costs or loss of income. Hospital Indemnity insurance provides benefits to help pay hospital and other bills related to a covered illness or injury.

- Benefits are provided for hospital admission and daily hospital confinement\*
- Collect a lump-sum benefit each day you are in the hospital\*\*
- No coinsurance, copays, waiting periods or deductibles

\*Not a guarantee of coverage

\*\*Limits apply

## Benefit

A supplemental health policy is selected

You experience symptoms of a critical illness, are injured in an accident or are admitted to a hospital

You are treated by a physician or are admitted to a hospital

You are diagnosed with a critical illness, treated for injuries or spend several days in the hospital

Submit a claim and receive a cash benefit paid directly to you

# Aptia365 HUB

Once you enroll in a medical plan, you are eligible to elect Aptia365 HUB. With Aptia365 HUB, you will get personalized support to help improve the quality and cost of your care, 365 days a year.

## Aptia365 HUB Advantages Include:

- **Support for claims and billing issues, test results and treatments**

A Personal Health Advocate (PHA) will guide you and your family through medical-related questions or concerns. PHAs can assist with finding a provider or facility and provide unbiased support throughout all phases of medical care. They are also available to help clarify and resolve medical claims and related paperwork issues.

- **Access to negotiation experts to help lower medical bills**

Anytime you have a medical bill that is over \$400 and not covered by insurance, a skilled negotiation team will work with your providers to get a discount. Successful negotiations can save hundreds of dollars.

- **Help finding doctors who provide high-quality care for your needs**

With Aptia365 HUB, you can review the quality scores of doctors in your area. In-network physicians are ranked by data-driven quality scores for easy selection. You are more likely to get the care you need to recover faster and save money.

- **The best price for your healthcare services**

The cost of healthcare can vary widely, even within the same area. It is important to know how much a service can cost in advance and compare costs.

- **An expert second opinion for peace of mind**

Never hesitate to get another opinion, especially if it's for a serious condition. Aptia365 HUB gives you and your family access to world-class specialists that will review your case and give you an expert opinion on your diagnosis and treatment plan.

All this and more! Sign up for Aptia365 HUB to find out what other valuable assistance is just a phone call or a click away!

# Dental Insurance

Regular dental check-ups and good oral hygiene are an essential part of your general health and well-being.

## Delta Dental\*

Network: PPO Plus Premier

Benefits are per insured person and after deductible.

|                                | ENHANCED WITH ORTHODONTIA              | STANDARD         | BASIC PLUS       |
|--------------------------------|--|------------------|------------------|
| <b>ANNUAL DEDUCTIBLE</b>       |  |                  |                  |
| Individual                     | \$50                                   | \$50             | \$50             |
| Family                         | \$150                                  | \$150            | \$150            |
| <b>BENEFIT MAXIMUM</b>         |  |                  |                  |
| Annual Maximum                 | \$2,000                                | \$1,500          | \$1,000          |
| <b>DENTAL BENEFIT COVERAGE</b> |  |                  |                  |
| Preventive Services            | Plan pays 100%**                       | Plan pays 100%** | Plan pays 100%** |
| Basic Services                 | Plan pays 80%                          | Plan pays 80%    | Plan pays 70%    |
| Major Services                 | Plan pays 50%                          | Plan pays 50%    | Plan pays 50%    |
| <b>ORTHODONTIA</b>             |  |                  |                  |
| Benefit Coverage               | Plan pays 50%                          | Not covered      | Not covered      |
| Lifetime Maximum               | \$2,500                                | Not covered      | Not covered      |
| Eligibility                    | Eligible children to age 19 and adults | Not covered      | Not covered      |

\*If enrolling in a dental plan, you may qualify to participate in the "Rollover Max" – a Delta Dental benefit feature that lets you roll over part of your unused spending in one year to increase your benefits for the following year and beyond

\*\*Deductible does not apply

Please refer to plan documents for out-of-network benefits and additional details.

For additional plan details, visit  
<https://myparexelbenefits.com>



# Vision Insurance

Regular eye exams can help keep your eyes healthy, while monitoring, preventing and treating easily correctable vision problems.

## VSP

Network: Choice

Benefits are per insured person and after deductible.

|                      | ENHANCED           |                 | MATERIALS ONLY     |                 |
|----------------------|--------------------|-----------------|--------------------|-----------------|
|                      | COPAY              | FREQUENCY       | COPAY              | FREQUENCY       |
| Exam                 | \$15               | 1 per 12 months | Not covered        | 1 per 12 months |
| Lenses               | \$15               | 1 per 12 months | \$10               | 1 per 12 months |
| Contact Lens Fitting | Not to exceed \$60 | 1 per 12 months | Not to exceed \$60 | 1 per 12 months |
|                      | RETAIL ALLOWANCE   | FREQUENCY       | RETAIL ALLOWANCE   | FREQUENCY       |
| Frames               | Up to \$210**      | 1 per 12 months | Up to \$175**      | 1 per 24 months |
| Contact Lenses*      | Up to \$210**      | 1 per 12 months | Up to \$175**      | 1 per 12 months |

\*Contact lens coverage provided in lieu of frames and lenses

\*\*20% off any amount over the retail allowance

Please refer to plan documents for out-of-network benefits and additional details.

For additional plan details, visit  
<https://myparexelbenefits.com>

# Life and Accidental Death and Dismemberment Insurance

Life and Accidental Death and Dismemberment (AD&D) insurance can provide important financial protection for your family.

## Unum

### Employer-Paid Term Life and AD&D Insurance

Your employer provides you with a base level of employee term life and AD&D insurance at no cost to you. Imputed Income applies after the first \$50,000 of coverage. This coverage provides a benefit of two times your salary, up to \$1,250,000.

### Optional Employee-Paid Term Life and AD&D Insurance

| PLAN                           | DETAILS  |
|--------------------------------|--|
| Employee Term Life* and AD&D** | Elect in \$10,000 increments, up to \$1,250,000                        |
| Spouse Term Life               | Elect in \$5,000 increments, up to \$300,000                           |
| Child Term Life†               | Elect in \$2,000 increments, up to \$20,000<br>Coverage ends at age 26 |

\*Benefit reduction due to age may apply. Review plan documents for additional details.

\*\*You may elect Optional AD&D coverage for yourself, or for yourself and your family. If Family AD&D is elected, dependent coverage is a portion of employee coverage and all of your eligible dependents are covered under one rate. No EOI is required for Optional AD&D coverage.

†All eligible children are covered for Child Term Life.

This coverage is tied to your employment and typically ends if you leave your employer. However, you may be offered the opportunity to retain coverage on your own with the same insurance carrier.

#### Evidence of Insurability (EOI):

Life insurance amounts over guaranteed issue coverage may require a statement of health and approval from the insurance carrier. After electing coverage, you will receive more information.

#### Don't Forget to Select a Beneficiary!

Choose a beneficiary to receive the policy's benefit payment in the event of the insured person's death. The employee is automatically listed as the beneficiary for dependent coverage.

# Life and Accidental Death and Dismemberment Insurance

## Universal Life Insurance

### Transamerica

Universal Life Insurance offers the ability to provide lasting financial protection for your family. You are the policy owner and can keep your coverage for as long as you continue to pay the premium, even if you change employers.

As you proceed with your enrollment, you will be asked if you are interested in this benefit. Select, "I'm interested," if you would like to enroll in or change your Universal Life coverage. You will be provided with the link at the bottom of your summary page once you have submitted your other benefits from your enrollment cart. Note: The Aptia365 confirmation statement, which is generated once you have completed your elections, will not immediately show the permanent life election or the cost of the coverage.

For additional plan details, visit  
<https://myparexelbenefits.com>

# Disability Insurance

If you become disabled and are unable to work, disability insurance can replace a percentage of your lost income to help you continue to pay living expenses.

## Unum

### Employer-Paid Disability

|  | EMPLOYER-PAID SHORT TERM DISABILITY | EMPLOYER-PAID LONG TERM DISABILITY   |
|--|-------------------------------------|--|
| <b>Benefit Provided</b>                                  | 60% of salary                       | 60% of salary  |
| <b>Maximum Benefit Amount</b>                            | No Maximum                          | \$12,000 per month   |
| <b>Maximum Benefit Period (including waiting period)</b> | 13 weeks                            | Until you no longer meet the definition of disability or reach the maximum benefit duration as defined by the policy |
| <b>Waiting Period</b>                                    | 7 days                              | 90 days  |
| <b>Optional Buy-Up Plan</b>                              | No                                  | Yes*   |

\*For buy-up cost and coverage details, visit <https://aptia365.com/parexel>.

If your employer is required under state law to offer you short term disability benefits, your disability benefits will be coordinated between your employer and the state. Check with your employer if this applies to you.

For additional plan details, visit  
<https://myparexelbenefits.com>

# More Benefit Options

Parexel offers additional benefits to save money and provide important assistance for your everyday needs. For detailed information, visit the Documents page on <https://aptia365.com/parexel>.

## Identity Theft Protection

### Allstate Identity Protection (AIP)

This benefit offers you the most comprehensive solution to fight today's identity fraud issues. Benefits include:

- Identity and credit monitoring alerts to uncover fraud quickly
- An annual credit report and a score each month, making it easier to monitor your credit
- Social media monitoring to protect against cyberbullying and reputational damage within sites
- A digital wallet for securely storing documents and credit cards with a lost wallet replacement service
- Threshold monitoring to view and manage your financial transactions from all your accounts in one place

## Legal Plan

### MetLife® Legal

Find affordable representation for you and your family for legal matters including:

- Wills and Estate Planning
- Family Law (Name Change, Adoption)
- Consumer Protection (Auto Repair, Consumer Fraud)
- Juvenile Court Matters (Includes Criminal Matters)
- Debt-Related Matters (Bankruptcy, Tax Audits)
- Elder Law Matters (Consultations, Document Review)
- Home and Real Estate Matters (Purchase or Sale of a Home, Security Deposits)
- **Identity Restoration Services:** Identity restoration services from U.S.-based Restoration Specialists are available via click or call to support you and your family
- **Attorney Services for Non-Covered Matters – 4 hours:** For non-covered matters that are not otherwise excluded, this benefit provides four hours of attorney time and services per year

The plan is easy to use – no copayments, deductibles or waiting periods!

## Commuter Benefits

Lower your commuting costs by using before-tax dollars to pay for qualified transportation expenses, such as transit passes and parking. You decide how much to contribute, and the money will be automatically deducted from your paycheck and placed on a debit card for your use. This benefit can be changed monthly.

# More Benefit Options

## Auto and Home Insurance

### Farmers GroupSelect<sup>SM</sup>

Purchasing auto and home insurance through Aptia365 could provide you with savings of up to 15%. Farmers GroupSelect\* gives you access to a variety of personal insurance policies, including automobile, home\*\*, condo\*\*, landlord's rental dwelling, mobile home, renters, recreational vehicle, boat and personal excess liability. These are individual policies made available to you at group rates.

Select auto and home insurance during open enrollment or throughout the year. Visit the link provided on <https://aptia365.com/parexel> to enroll.

Note: The Aptia365 confirmation statement will not show the auto and home insurance election or the cost of the coverage.

\*Farmers GroupSelect is not offered in California; residents of California will be offered a comparable product.

\*\*Home and condo coverage is not offered in Florida. There are coastal restrictions and volatility management plans (i.e. wildfires) in states across the US including Massachusetts, California and Louisiana.

## Pet Insurance

### Nationwide Pet<sup>®</sup>

Pets are unpredictable. Nationwide Pet provides coverage for unexpected and significant medical incidents by providing protection for your pets when you need it.

These policies cover many medical problems and conditions related to accidents and illnesses, including cancer and can be elected year-round. You are free to use any veterinarian worldwide including specialists and emergency care providers, and you will receive preferred pricing.

Select, "I'm interested," if you would like to enroll in or change your pet insurance coverage. You will be provided with the link at the bottom of your summary page once you have submitted your other benefits from your enrollment cart. Click on the link to complete enrollment.

Note: The Aptia365 confirmation statement, which is generated once you have completed your elections, will not immediately show the pet insurance election or the cost of the coverage.

## Online Discount Mall

### PerkSpot

PerkSpot is a one-stop shop for exclusive discounts at many of your favorite national and local merchants. It's completely free and optimized for use on any device: desktops, tablets and phones. Take advantage of online offers and discover discounts in your neighborhood with PerkSpot's streamlined Local Map. Filter your map results by categories like restaurants, health and fitness, retail and more.

This benefit can be elected year-round. Opt in to PerkSpot's weekly email to receive a selection of discounts featuring both new and popular deals, as well as seasonal, holiday and group offers.

# Contact Information

You will find many details about the Parexel benefit plans on the Aptia365 website. However, you can use this table if you need to contact a benefit provider directly. **Please note that some websites and phone numbers may not be accessible until your benefits take effect.**

| BENEFIT   | ADMIN                        | PHONE  | WEBSITE   |
|---|------------------------------|--|---|
| <b>Enrollment Support</b>                           | Aptia365 Benefits Center     | 866-696-8683   | <a href="https://aptia365.com/parexel">https://aptia365.com/parexel</a>   |
| <b>Medical and Prescription</b>                     | Blue Cross Blue Shield       | 800-832-3871   | <a href="http://www.bluecrossma.org">www.bluecrossma.org</a>  |
| <b>Spending and Savings Accounts</b>                | Aptia365                     | 866-696-8683   | <a href="https://aptia365.com/parexel">https://aptia365.com/parexel</a>   |
| <b>Accident Critical Illness Hospital Indemnity</b> | MetLife                      | 800-438-6388   | <a href="https://servicing.online.metlife.com/public/site/presignin?source=metonline&amp;grpNumber=214239&amp;groupNumber=214239">https://servicing.online.metlife.com/public/site/presignin?source=metonline&amp;grpNumber=214239&amp;groupNumber=214239</a> |
| <b>Aptia365 HUB</b>                                 | Aptia365                     | 866-385-8032   | <a href="https://aptia365.com/parexel">https://aptia365.com/parexel</a>   |
| <b>Dental</b>                                       | Delta Dental                 | 800-872-0500   | <a href="http://www.deltadentalma.com">www.deltadentalma.com</a>  |
| <b>Vision</b>                                       | VSP                          | 800-877-7195   | <a href="http://www.vsp.com">www.vsp.com</a>  |
| <b>Term Life/AD&amp;D</b>                           | Unum                         | <a href="http://www.unum.com/Employees/Benefits.aspx">www.unum.com/Employees/Benefits.aspx</a> |   |
| <b>Universal Life</b>                               | Transamerica                 | <a href="http://www.transamericaemployeebenefits.com">www.transamericaemployeebenefits.com</a> |   |
| <b>Disability</b>                                   | Unum                         | <a href="http://www.unum.com/Employees/Benefits.aspx">www.unum.com/Employees/Benefits.aspx</a> |   |
| <b>Identity Theft</b>                               | Allstate Identity Protection | 800-789-2720   | <a href="http://www.myaip.com">www.myaip.com</a>  |
| <b>Legal</b>  | MetLife Legal                | 800-821-6400   | <a href="http://www.legalplans.com">www.legalplans.com</a>  |
| <b>Commuter</b>                                     | Aptia365                     | 866-696-8683   | <a href="https://aptia365.com/parexel">https://aptia365.com/parexel</a>   |
| <b>Auto and Home</b>                                | Farmers GroupSelect          | 800-438-6381   | <a href="https://myautohome.farmers.com/">https://myautohome.farmers.com/</a>   |
| <b>Pet Insurance</b>                                | Nationwide Pet               | 855-525-1458   | <a href="https://my.petinsurance.com/login">https://my.petinsurance.com/login</a>   |
| <b>Online Discount Mall</b>                         | PerkSpot                     | 866-606-6057   | <a href="http://www.perkspot.com">www.perkspot.com</a>  |

# Key Words to Know

## Medical Insurance

- **Coinsurance:** Percentage of the charge **your plan pays**, typically after you have met the deductible
- **Copay:** An amount **you pay** for a covered service each time you use that service, which usually does not apply toward the deductible
- **Deductible:** The amount **you pay** before the plan begins to pay
- **Out-of-Pocket Costs:** Expenses **you pay**, such as deductibles, copays and the remaining amounts after plan coinsurance is paid
- **Out-of-Pocket Maximum:** The maximum amount **you pay** for covered services in a year (you may need to pay additional amounts if you receive care from an out-of-network provider)

## Dental Insurance

- **Annual Maximum Benefit:** Maximum total amount the plan will pay during the plan year
- **Basic Services:** Restorations, some oral surgery, endodontics and periodontics
- **Deductible:** The amount you pay before the plan begins to pay
- **Major Services:** Crowns, dentures, implants and some oral surgery
- **Orthodontia:** Straightening or moving misaligned teeth and/or jaws with braces and/or surgery
- **Preventive Services:** Designed to prevent or diagnose dental conditions, including oral evaluations, routine cleanings, X-rays, fluoride treatments and sealants

## Vision Insurance

- **Copay:** An amount you pay for a covered service each time you use that service
- **Retail Allowance:** Maximum allowance paid toward the cost of vision materials; you are required to pay any amounts in excess of the retail allowance

## Life Insurance

- **Accidental Death & Dismemberment Insurance:** Pays a benefit upon the accidental death of an insured person; also provides benefits for certain covered accidental dismemberments
- **Beneficiary:** Person or legal entity designated as the recipient of benefits from life or AD&D insurance
- **Evidence of Insurability (EOI):** Statement of health proving a person's eligibility for certain amounts of coverage
- **Guaranteed Issue:** An amount of insurance that does not require evidence of insurability
- **Imputed Income:** the value of certain benefits that you receive from your employer that are considered a form of compensation or income. For life insurance, it refers to the value of the coverage provided by your employer that exceeds a threshold of \$50,000, set by the IRS
- **Life Insurance:** Pays a benefit upon the death of an insured person

## Disability Insurance

- **Actively at Work:** You are considered to be actively at work if you are performing all of the usual and customary duties of your job at your employer's place of business (or an alternate place approved by your employer). Use of normal time off provided by your employer does not impact your actively at work status. If you are not working due to an illness, injury or leave of absence, you are not considered to be actively at work. If you are not actively at work you cannot enroll in or increase life, disability or Supplemental Health coverage
- **Short Term Disability:** When you are unable to work for a period of time due to a disabling illness or injury, short term disability insurance can replace a percentage of your lost income (up to a maximum weekly benefit) for a period of time as defined by the policy
- **Long Term Disability:** When you are unable to work for an extended period of time due to a disabling illness or injury, long term disability insurance can replace a percentage of your lost income (up to a maximum monthly benefit) for a period of time as defined by the policy



# Legal Notices

**Parexel reserves the right to change, amend or terminate any benefits plan at any time for any reason. Participation in a benefits plan is not a promise or guarantee of future employment. Receipt of benefits documents does not constitute eligibility.**

The Benefits Decision Guide, combined with these legal notices, provides an overview of the benefits available to eligible employees and their dependents. In all cases, the official plan documents govern and this Benefits Decision Guide is not, and should not be relied upon as a governing document. In the event of a discrepancy between the information presented in the Benefits Decision Guide and official plan documents, the official plan documents will govern.

## **SUMMARY OF MATERIAL MODIFICATIONS**

This enrollment guide constitutes a Summary of Material Modifications (SMM) or Summary of Material Reductions (SMR), as applicable, to the Parexel International Health and Welfare summary plan description (SPD). It is meant to supplement and/or replace certain information in the SPD, so retain it for future reference along with your SPD. Please share these materials with your covered family members.

## **SUMMARY OF BENEFITS COVERAGE**

A Summary of Benefits Coverage (SBC) for each of the employer-sponsored medical plans is available at <https://aptia365.com/parexel>. You may also request a paper copy by calling Aptia365.

## **TAXATION OF BENEFITS**

The taxation of certain benefits may vary at the local, state and federal level. You should consult your tax advisor if you have any questions about the proper treatment of any benefits.

## **IMPORTANT NOTICE FROM PAREXEL ABOUT CREDITABLE PRESCRIPTION DRUG COVERAGE AND MEDICARE**

The purpose of this notice is to advise you that the prescription drug coverage listed below under the Parexel medical plans is expected to pay out, on average, at least as much as the standard Medicare prescription drug coverage will pay in 2025. This is known as “creditable coverage.”

**Why this is important:** If you or your covered dependent(s) are enrolled in any prescription drug coverage during 2025 listed in this notice and are or become covered by Medicare, you may decide to enroll in a Medicare prescription drug plan later and not be subject to a late enrollment penalty – as long as you had creditable coverage within 63 days of your Medicare prescription drug plan enrollment. You should keep this notice with your important records.

If you or your family members aren't currently covered by Medicare and won't become covered by Medicare in the next 12 months, this notice doesn't apply to you.

Please read the notice below carefully. It has information about prescription drug coverage with Parexel and prescription drug coverage available for people with Medicare. It also tells you where to find more information to help you make decisions about your prescription drug coverage.

## **NOTICE OF CREDITABLE COVERAGE**

You may have heard about Medicare's prescription drug coverage (called Part D), and wondered how it would affect you. Prescription drug coverage is available to everyone with Medicare through Medicare prescription drug plans. All Medicare prescription drug plans provide at least a standard level of coverage set by Medicare. Some plans also offer more coverage for a higher monthly premium.

Individuals can enroll in a Medicare prescription drug plan when they first become eligible, and each year from October 15 through December 7. Individuals leaving employer/union coverage may be eligible for a Medicare Special Enrollment Period.

If you are covered by one of the Parexel prescription drug plans listed below, you'll be interested to know that the prescription drug coverage under the plan is, on average, at least as good as standard Medicare prescription drug coverage for 2025. This is called creditable coverage. Coverage under one of these plans will help you avoid a late Part D enrollment penalty if you are or become eligible for Medicare and later decide to enroll in a Medicare prescription drug plan.

- Blue Cross Blue Shield of MA \$1,000 Deductible Plan
- Blue Cross Blue Shield of MA \$1,500 Deductible Plan
- Blue Cross Blue Shield of MA \$2,000 Deductible Plan
- Blue Cross Blue Shield of MA \$3,300 Deductible Plan

If you decide to enroll in a Medicare prescription drug plan and you are an active employee or family member of an active employee, you may also continue your employer coverage. In this case, the Parexel plan will continue to pay primary or secondary as it had before you enrolled in a Medicare prescription drug plan. If you waive or drop Parexel coverage, Medicare will be your only payer. You can re-enroll in the employer plan at annual enrollment or if you have a special enrollment event for the Parexel plan, assuming you remain eligible.

You should know that if you waive or leave coverage with Parexel and you go 63 days or longer without creditable prescription drug coverage (once your applicable Medicare enrollment period ends), your monthly Part D premium will go up at least 1% per month for every month that you did not have creditable coverage. For example, if you go 19 months without coverage, your Medicare prescription drug plan premium will always be at least 19% higher than what most other people pay. You'll have to pay this higher premium as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to enroll in Part D.

You may receive this notice at other times in the future — such as before the next period you can enroll in Medicare prescription drug coverage, if this Parexel coverage changes, or upon your request.

#### **FOR MORE INFORMATION ABOUT YOUR OPTIONS UNDER MEDICARE PRESCRIPTION DRUG COVERAGE**

More detailed information about Medicare plans that offer prescription drug coverage is in the *Medicare & You* handbook. Medicare participants will get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare prescription drug plans. Here's how to get more information about Medicare prescription drug plans:

- Visit [www.medicare.gov](http://www.medicare.gov) for personalized help.
- Call your State Health Insurance Assistance Program (see a copy of the *Medicare & You* handbook for the telephone number) or visit the program online at <https://www.shiptacenter.org>.
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

For people with limited income and resources, extra help paying for a Medicare prescription drug plan is available. Information about this extra help is available from the Social Security Administration (SSA). For more information about this extra help, visit SSA online at [www.socialsecurity.gov](http://www.socialsecurity.gov) or call 1-800-772-1213 (TTY 1-800-325-0778).

**Remember: Keep this notice. If you enroll in a Medicare prescription drug plan after your applicable Medicare enrollment period ends, you may need to provide a copy of this notice when you join a Part D plan to show that you are not required to pay a higher Part D premium amount.**

For more information about this notice or your prescription drug coverage, contact:

US Employee Benefits  
Parexel  
275 Grove Street, Suite 101C  
Newton, MA, 02466  
[USEmployeeBenefits@parexel.com](mailto:USEmployeeBenefits@parexel.com)

#### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) SPECIAL ENROLLMENT NOTICE NOTICE OF SPECIAL ENROLLMENT RIGHTS FOR HEALTH PLAN COVERAGE**

If you have declined enrollment in Parexel's health plan for you or your dependents (including your spouse) because of other health insurance coverage, you or your dependents may be able to enroll in some coverages under these plans without waiting for the next Open Enrollment period, provided you request enrollment within 31 days after your other coverage ends.

In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your eligible dependents, provided that you request enrollment within 31 days after the marriage, birth, adoption or placement for adoption.

Parexel will also allow a special enrollment opportunity if you or your eligible dependents either:

- Lose Medicaid or Children's Health Insurance Program (CHIP) coverage because you are no longer eligible, or
- Become eligible for a state's premium assistance program under Medicaid or CHIP.

For these enrollment opportunities, you will have 60 days – instead of 31 – from the date of the Medicaid/CHIP eligibility change to request enrollment in the Parexel group health plan. Note that this 60-day extension does not apply to enrollment opportunities other than due to the Medicaid/CHIP eligibility change.

Note: If your dependent becomes eligible for special enrollment rights, you may add the dependent to your current coverage or change to another medical plan.

To request a HIPAA special enrollment based on the events described above or obtain more information, contact US Employee Benefits at [USEmployeeBenefits@parexel.com](mailto:USEmployeeBenefits@parexel.com).

#### **WOMEN'S HEALTH AND CANCER RIGHTS ACT (WHCRA) NOTICE**

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. If you would like more information on WHCRA benefits, call your medical carrier at the phone number listed on the back of your ID card.

### **NEWBORNS' AND MOTHERS' HEALTH PROTECTION ACT NOTICE**

Group health plans and health insurance issuers generally may not, under Federal law, restrict benefits for any hospital length of stay in connection with childbirth for the mother or newborn child to less than 48 hours following a vaginal delivery, or less than 96 hours following a cesarean section. However, Federal law generally does not prohibit the mother's or newborn's attending provider, after consulting with the mother, from discharging the mother or her newborn earlier than 48 hours (or 96 hours as applicable). In any case, plans and issuers may not, under Federal law, require that a provider obtain authorization from the plan or the insurance issuer for prescribing a length of stay not in excess of 48 hours (or 96 hours). If you would like more information on maternity benefits, call your medical carrier at the phone number listed on the back of your ID card.

### **MICHELLE'S LAW NOTICE**

#### **EXTENDED DEPENDENT MEDICAL COVERAGE DURING STUDENT MEDICAL LEAVES**

The Parexel plan may extend medical coverage for dependent children if they lose eligibility for coverage because of a medically necessary leave of absence from a post-secondary educational institution (including a college or university). Coverage may continue for up to a year, unless the child's eligibility would end earlier for another reason.

Extended coverage is available if a child's leave of absence from school — or change in school enrollment status (for example, switching from full-time to part-time status) — starts while the child has a serious illness or injury, is medically necessary, and otherwise causes eligibility for student coverage under the plan to end. Written certification from the child's physician stating that the child suffers from a serious illness or injury and the leave of absence is medically necessary may be required.

If the coverage provided by the plan is changed during this one-year period, the plan will provide the changed coverage for the remainder of the leave of absence.

If your child will lose eligibility for coverage because of a medically necessary leave of absence from school and you want his or her coverage to be extended, call Aptia365 at 866-696-8683 as soon as the need for the leave is recognized by Parexel. In addition, contact your child's health plan to see if any state laws requiring extended coverage may apply to his or her benefits.

**PREMIUM ASSISTANCE UNDER MEDICAID AND THE CHILDREN’S HEALTH INSURANCE PROGRAM (CHIP) NOTICE**

If you or your children are eligible for Medicaid or CHIP and you’re eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call **1-866-444-EBSA (3272)**.

**If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2024. Contact your State for more information on eligibility.**

|  |  |
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| <b>ALABAMA – Medicaid</b>  | <b>ALASKA – Medicaid</b>   |
| Website: <a href="http://myalhipp.com">http://myalhipp.com</a><br>Phone: 1-855-692-5447  | The AK Health Insurance Premium Payment Program<br>Website: <a href="http://myakhipp.com">http://myakhipp.com</a><br>Phone: 1-866-251-4861<br>Email: <a href="mailto:CustomerService@MyAKHIPP.com">CustomerService@MyAKHIPP.com</a><br>Medicaid Eligibility: <a href="https://health.alaska.gov/dpa/Pages/default.aspx">https://health.alaska.gov/dpa/Pages/default.aspx</a> |
| <b>ARKANSAS – Medicaid</b>   | <b>CALIFORNIA – Medicaid</b>   |
| Website: <a href="http://myarhipp.com">http://myarhipp.com</a><br>Phone: 1-855-MyARHIPP (855-692-7447)   | Health Insurance Premium Payment (HIPP) Program Website: <a href="http://dhcs.ca.gov/hipp">http://dhcs.ca.gov/hipp</a> Phone: 916-445-8322 Fax: 916-440-5676<br>Email: <a href="mailto:hipp@dhcs.ca.gov">hipp@dhcs.ca.gov</a>  |
| <b>COLORADO – Health First Colorado (Colorado’s Medicaid Program) &amp; Child Health Plan Plus (CHP+)</b>  | <b>FLORIDA – Medicaid</b>  |
| Health First Colorado Website: <a href="https://www.healthfirstcolorado.com/">https://www.healthfirstcolorado.com/</a><br>Health First Colorado Member Contact Center: 1-800-221-3943/State Relay 711<br>CHP+: <a href="https://hcpf.colorado.gov/child-health-plan-plus">https://hcpf.colorado.gov/child-health-plan-plus</a><br>CHP+ Customer Service: 1-800-359-1991/State Relay 711<br>Health Insurance Buy-In Program (HIBI): <a href="https://www.mycohibi.com/">https://www.mycohibi.com/</a><br>HIBI Customer Service: 1-855-692-6442  | Website: <a href="https://www.flmedicaidprecovery.com/flmedicaidprecovery.com/hipp/index.html">https://www.flmedicaidprecovery.com/flmedicaidprecovery.com/hipp/index.html</a><br>Phone: 1-877-357-3268  |
| <b>GEORGIA – Medicaid</b>  | <b>INDIANA – Medicaid</b>  |
| GA HIPP Website: <a href="https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp">https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp</a><br>Phone: 678-564-1162, Press 1<br>GA CHIPRA Website: <a href="https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra">https://medicaid.georgia.gov/programs/third-party-liability/childrens-health-insurance-program-reauthorization-act-2009-chipra</a> Phone: 678-564-1162, Press 2  | Health Insurance Premium Payment Program<br>All other Medicaid<br>Website: <a href="http://www.in.gov/medicaid/">http://www.in.gov/medicaid/</a><br><a href="http://www.in.gov/fssa/dfr/">http://www.in.gov/fssa/dfr/</a><br>Family and Social Services Administration<br>Phone: 1-800-403-0864<br>Member Services Phone: 1-800-457-4584                                     |
| <b>IOWA – Medicaid and CHIP (Hawki)</b>  | <b>KANSAS – Medicaid</b>   |
| Medicaid Website: <a href="https://hhs.iowa.gov/programs/welcome-iowa-medicaid">https://hhs.iowa.gov/programs/welcome-iowa-medicaid</a> Medicaid Phone: 1-800-338-8366<br>Hawki Website: <a href="https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-health-link/hawki">https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-health-link/hawki</a> Phone: 1-800-257-8563<br>HIPP Website: <a href="http://HealthInsurancePremiumPayment(HIPP) Health&amp;HumanServices(iowa.gov)">Health Insurance Premium Payment (HIPP)   Health &amp; Human Services (iowa.gov)</a><br>HIPP Phone: 1-888-346-9562 | Website: <a href="https://www.kancare.ks.gov/">https://www.kancare.ks.gov/</a><br>Phone: 1-800-792-4884<br>HIPP Phone: 1-800-967-4660  |
| <b>KENTUCKY – Medicaid</b>   | <b>LOUISIANA – Medicaid</b>  |
| Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website: <a href="https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx">https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx</a><br>Phone: 1-855-459-6328<br>Email: <a href="mailto:KIHIPPPROGRAM@ky.gov">KIHIPPPROGRAM@ky.gov</a><br>KCHIP Website: <a href="https://kynect.ky.gov">https://kynect.ky.gov</a> Phone: 1-877-524-4718<br>Kentucky Medicaid Website: <a href="https://chfs.ky.gov/agencies/dms">https://chfs.ky.gov/agencies/dms</a>  | Website: <a href="http://www.medicaid.la.gov">www.medicaid.la.gov</a> or <a href="http://www.ldh.la.gov/lahipp">www.ldh.la.gov/lahipp</a><br>Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)   |
| <b>MAINE – Medicaid</b>  | <b>MASSACHUSETTS – Medicaid and CHIP</b>   |
| Enrollment Website: <a href="https://www.mymaineconnection.gov/benefits/s/?language=en_US">https://www.mymaineconnection.gov/benefits/s/?language=en_US</a><br>Phone: 1-800-442-6003 TTY: Maine relay 711<br>Private Health Insurance Premium Webpage: <a href="https://www.maine.gov/dhhs/ofi/applications-forms">https://www.maine.gov/dhhs/ofi/applications-forms</a><br>Phone: 1-800-977-6740 TTY: Maine relay 711   | Website: <a href="https://www.mass.gov/masshealth/pa">https://www.mass.gov/masshealth/pa</a><br>Phone: 1-800-862-4840 TTY: 711<br>Email: <a href="mailto:masspremassistance@accenture.com">masspremassistance@accenture.com</a>  |

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| <b>MINNESOTA – Medicaid</b>   | <b>MISSOURI – Medicaid</b>   |
| Website: <a href="https://mn.gov/dhs/health-care-coverage/">https://mn.gov/dhs/health-care-coverage/</a><br>Phone: 1-800-657-3672   | Website: <a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a><br>Phone: 573-751-2005  |
| <b>MONTANA – Medicaid</b>   | <b>NEBRASKA – Medicaid</b>   |
| Website: <a href="http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP">http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP</a><br>Phone: 1-800-694-3084<br>Email: <a href="mailto:HSHIPPPProgram@mt.gov">HSHIPPPProgram@mt.gov</a>  | Website: <a href="http://www.ACCESSNebraska.ne.gov">http://www.ACCESSNebraska.ne.gov</a><br>Phone: 1-855-632-7633<br>Lincoln: 402-473-7000      Omaha: 402-595-1178  |
| <b>NEVADA – Medicaid</b>  | <b>NEW HAMPSHIRE – Medicaid</b>  |
| Medicaid Website: <a href="http://dhcnp.nv.gov">http://dhcnp.nv.gov</a><br>Medicaid Phone: 1-800-992-0900   | Website: <a href="https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program">https://www.dhhs.nh.gov/programs-services/medicaid/health-insurance-premium-program</a><br>Phone: 603-271-5218<br>Toll free number for the HIPP program: 1-800-852-3345, ext. 15218<br>Email: <a href="mailto:DHHS.ThirdPartyLiabi@dhhs.nh.gov">DHHS.ThirdPartyLiabi@dhhs.nh.gov</a>  |
| <b>NEW JERSEY – Medicaid and CHIP</b>   | <b>NEW YORK – Medicaid</b>   |
| Medicaid Website: <a href="http://www.state.nj.us/humanservices/dmahs/clients/medicaid/">http://www.state.nj.us/humanservices/dmahs/clients/medicaid/</a><br>Phone: 800-356-1561<br>CHIP Premium Assistance Phone: 609-631-2392<br>CHIP Website: <a href="http://www.nifamilycare.org/index.html">http://www.nifamilycare.org/index.html</a><br>CHIP Phone: 1-800-701-0710 (TTY:711)  | Website: <a href="https://www.health.ny.gov/health_care/medicaid/">https://www.health.ny.gov/health_care/medicaid/</a><br>Phone: 1-800-541-2831  |
| <b>NORTH CAROLINA – Medicaid</b>  | <b>NORTH DAKOTA – Medicaid</b>   |
| Website: <a href="https://medicaid.ncdhhs.gov/">https://medicaid.ncdhhs.gov/</a><br>Phone: 919-855-4100   | Website: <a href="https://www.hhs.nd.gov/healthcare">https://www.hhs.nd.gov/healthcare</a><br>Phone: 1-844-854-4825  |
| <b>OKLAHOMA – Medicaid and CHIP</b>   | <b>OREGON – Medicaid</b>   |
| Website: <a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a><br>Phone: 1-888-365-3742   | Website: <a href="http://healthcare.oregon.gov/Pages/index.aspx">http://healthcare.oregon.gov/Pages/index.aspx</a><br>Phone: 1-800-699-9075  |
| <b>PENNSYLVANIA – Medicaid and CHIP</b>   | <b>RHODE ISLAND – Medicaid and CHIP</b>  |
| Website: <a href="https://www.pa.gov/en/services/dhs/apply-for-medicaid-health-insurance-premium-payment-program-hipp.html">https://www.pa.gov/en/services/dhs/apply-for-medicaid-health-insurance-premium-payment-program-hipp.html</a><br>Phone: 1-800-692-7462<br>CHIP Website: <a href="https://www.pa.gov/en/agencies/dhs/resources/chip.html">https://www.pa.gov/en/agencies/dhs/resources/chip.html</a><br>CHIP Phone: 1-800-986-KIDS (5437) | Website: <a href="http://www.eohhs.ri.gov/">http://www.eohhs.ri.gov/</a><br>Phone: 1-855-697-4347, or<br>401-462-0311 (Direct Rlte Share Line)   |
| <b>SOUTH CAROLINA – Medicaid</b>  | <b>SOUTH DAKOTA - Medicaid</b>   |
| Website: <a href="https://www.scdhhs.gov">https://www.scdhhs.gov</a><br>Phone: 1-888-549-0820   | Website: <a href="http://dss.sd.gov">http://dss.sd.gov</a><br>Phone: 1-888-828-0059  |
| <b>TEXAS – Medicaid</b>   | <b>UTAH – Medicaid and CHIP</b>  |
| Website: <a href="https://www.hhs.texas.gov/services/financial/health-insurance-premium-payment-hipp-program">https://www.hhs.texas.gov/services/financial/health-insurance-premium-payment-hipp-program</a><br>Phone: 1-800-440-0493   | Utah's Premium Partnership for Health Insurance (UPP)<br>Website: <a href="https://medicaid.utah.gov/upp/">https://medicaid.utah.gov/upp/</a><br>Email: <a href="mailto:upp@utah.gov">upp@utah.gov</a> Phone: 1-888-222-2542<br>Adult Expansion Website: <a href="https://medicaid.utah.gov/expansion/">https://medicaid.utah.gov/expansion/</a><br>Utah Medicaid Buyout Program Website: <a href="https://medicaid.utah.gov/buyout-program/">https://medicaid.utah.gov/buyout-program/</a><br>CHIP Website: <a href="https://chip.utah.gov/">https://chip.utah.gov/</a> |
| <b>VERMONT– Medicaid</b>  | <b>VIRGINIA – Medicaid and CHIP</b>  |
| Website: <a href="#">Health Insurance Premium Payment (HIPP) Program   Department of Vermont Health Access</a><br>Phone: 1-800-250-8427   | Website: <a href="https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-select">https://coverva.dmas.virginia.gov/learn/premium-assistance/famis-select</a><br><a href="https://coverva.dmas.virginia.gov/learn/premium-assistance/health-insurance-premium-payment-hipp-programs">https://coverva.dmas.virginia.gov/learn/premium-assistance/health-insurance-premium-payment-hipp-programs</a><br>Medicaid/CHIP Phone: 1-800-432-5924   |
| <b>WASHINGTON – Medicaid</b>  | <b>WEST VIRGINIA – Medicaid and CHIP</b>   |
| Website: <a href="https://www.hca.wa.gov/">https://www.hca.wa.gov/</a><br>Phone: 1-800-562-3022   | Website: <a href="https://dhhr.wv.gov/bms/">https://dhhr.wv.gov/bms/</a><br><a href="http://mywvhipp.com/">http://mywvhipp.com/</a><br>Medicaid Phone: 304-558-1700<br>CHIP Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)   |
| <b>WISCONSIN – Medicaid and CHIP</b>  | <b>WYOMING – Medicaid</b>  |
| Website: <a href="https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm">https://www.dhs.wisconsin.gov/badgercareplus/p-10095.htm</a> Phone: 1-800-362-3002  | Website: <a href="https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/">https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/</a> Phone: 1-800-251-1269   |

To see if any other states have added a premium assistance program since July 31, 2024, or for more information on special enrollment rights, contact either: U.S. Department of Labor Employee Benefits Security Administration [www.dol.gov/agencies/ebsa](http://www.dol.gov/agencies/ebsa) 1-866-444-EBSA (3272)      U.S. Department of Health and Human Services Centers for Medicare & Medicaid Services [www.cms.hhs.gov](http://www.cms.hhs.gov) 1-877-267-2323, Menu Option 4, Ext. 61565

## **PAREXEL HIPAA PRIVACY NOTICE**

**Please carefully review this notice. It describes how medical information about you may be used and disclosed and how you can get access to this information.**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) imposes numerous requirements on the use and disclosure of individual health information by Parexel health plans. This information, known as protected health information, includes almost all individually identifiable health information held by a plan — whether received in writing, in an electronic medium or as an oral communication. This notice describes the privacy practices of these plans: Blue Cross Blue Shield of MA \$1,000, \$1,500, \$2,000 and \$3,300 Deductible Plans, Delta Dental Enhanced Dental with Orthodontia, Standard Dental and Basic Plus Dental Plans and the Healthcare Flexible Spending Account. The plans covered by this notice may share health information with each other to carry out treatment, payment or healthcare operations. These plans are collectively referred to as the Plan in this notice, unless specified otherwise.

### **THE PLAN'S DUTIES WITH RESPECT TO HEALTH INFORMATION ABOUT YOU**

The Plan is required by law to maintain the privacy of your health information and to provide you with this notice of the Plan's legal duties and privacy practices with respect to your health information. If you participate in an insured plan option, you will receive a notice directly from the Insurer. It's important to note that these rules apply to the Plan, not Parexel as an employer — that's the way the HIPAA rules work. Different policies may apply to other Parexel programs or to data unrelated to the Plan.

### **HOW THE PLAN MAY USE OR DISCLOSE YOUR HEALTH INFORMATION**

The privacy rules generally allow the use and disclosure of your health information without your permission (known as an authorization) for purposes of healthcare treatment, payment activities and healthcare operations. Here are some examples of what that might entail:

- **Treatment** includes providing, coordinating, or managing healthcare by one or more healthcare providers or doctors. Treatment can also include coordination or management of care between a provider and a third party, and consultation and referrals between providers. For example, the Plan may share your health information with physicians who are treating you.
- **Payment** includes activities by this Plan, other plans, or providers to obtain premiums, make coverage determinations, and provide reimbursement for healthcare. This can include determining eligibility, reviewing services for medical necessity or appropriateness, engaging in utilization management activities, claims management, and billing; as well as performing "behind the scenes" plan functions, such as risk adjustment, collection or reinsurance. For example, the Plan may share information about your coverage or the expenses you have incurred with another health plan to coordinate payment of benefits.
- **Healthcare operations** include activities by this Plan (and, in limited circumstances, by other plans or providers), such as wellness and risk assessment programs, quality assessment and improvement activities, customer service and internal grievance resolution. Healthcare operations also include evaluating vendors; engaging in credentialing, training and accreditation activities; performing underwriting or premium rating; arranging for medical review and audit activities; and conducting business planning and development. For example, the Plan may use information about your claims to audit the third parties that approve payment for Plan benefits.

The amount of health information used, disclosed or requested will be limited and, when needed, restricted to the minimum necessary to accomplish the intended purposes, as defined under the HIPAA rules. If the Plan uses or discloses Personal Health Information (PHI) for underwriting purposes, the Plan will not use or disclose PHI that is your genetic information for such purposes.

### **HOW THE PLAN MAY SHARE YOUR HEALTH INFORMATION WITH PAREXEL**

The Plan, or its health insurer or Health Maintenance Organization (HMO), may disclose your health information without your written authorization to Parexel for plan administration purposes. Parexel may need your health information to administer benefits under the Plan. Parexel agrees not to use or disclose your health information other than as permitted or required by the Plan documents and by law. No employees outside of yourself will have access to your health information for plan administration functions.

Here's how additional information may be shared between the Plan and Parexel, as allowed under the HIPAA rules:

- The Plan, or its insurer or HMO, may disclose "summary health information" to Parexel, if requested, for purposes of obtaining premium bids to provide coverage under the Plan or for modifying, amending, or terminating the Plan. Summary health information is information that summarizes participants' claims information, from which names and other identifying information have been removed.
- The Plan, or its insurer or HMO, may disclose to Parexel information on whether an individual is participating in the Plan or has enrolled or disenrolled in an insurance option or HMO offered by the Plan.

In addition, you should know that Parexel cannot and will not use health information obtained from the Plan for any employment-related actions. However, health information collected by Parexel from other sources — for example, under the Family and Medical Leave Act, Americans with Disabilities Act, or workers' compensation programs — is not protected under HIPAA (although this type of information may be protected under other federal or state laws).

## OTHER ALLOWABLE USES OR DISCLOSURES OF YOUR HEALTH INFORMATION

In certain cases, your health information can be disclosed without authorization to a family member, close friend, or other person you identify who is involved in your care or payment for your care. Information about your location, general condition, or death may be provided to a similar person (or to a public or private entity authorized to assist in disaster relief efforts). You'll generally be given the chance to agree or object to these disclosures (although exceptions may be made — for example, if you're not present or if you're incapacitated). In addition, your health information may be disclosed without authorization to your legal representative. The Plan also is allowed to use or disclose your health information without your written authorization for the following activities:

- **Workers' compensation:** Disclosures to workers' compensation or similar legal programs that provide benefits for work-related injuries or illness without regard to fault, as authorized by and necessary to comply with the laws
- **Necessary to prevent serious threat to health or safety:** Disclosures made in the good-faith belief that releasing your health information is necessary to prevent or lessen a serious and imminent threat to public or personal health or safety, if made to someone reasonably able to prevent or lessen the threat (or to the target of the threat); includes disclosures to help law enforcement officials identify or apprehend an individual who has admitted participation in a violent crime that the Plan reasonably believes may have caused serious physical harm to a victim, or where it appears the individual has escaped from prison or from lawful custody
- **Public health activities:** Disclosures authorized by law to persons who may be at risk of contracting or spreading a disease or condition; disclosures to public health authorities to prevent or control disease or report child abuse or neglect; and disclosures to the Food and Drug Administration to collect or report adverse events or product defects
- **Victims of abuse, neglect, or domestic violence:** Disclosures to government authorities, including social services or protective services agencies authorized by law to receive reports of abuse, neglect or domestic violence, as required by law or if you agree or the Plan believes that disclosure is necessary to prevent serious harm to you or potential victims (you'll be notified of the Plan's disclosure if informing you won't put you at further risk)
- **Judicial and administrative proceedings:** Disclosures in response to a court or administrative order, subpoena, discovery request or other lawful process (the Plan may be required to notify you of the request or receive satisfactory assurance from the party seeking your health information that efforts were made to notify you or to obtain a qualified protective order concerning the information)
- **Law enforcement purposes:** Disclosures to law enforcement officials required by law or legal process, or to identify a suspect, fugitive, witness, or missing person; disclosures about a crime victim if you agree or if disclosure is necessary for immediate law enforcement activity; disclosures about a death that may have resulted from criminal conduct; and disclosures to provide evidence of criminal conduct on the Plan's premises
- **Decedents:** Disclosures to a coroner or medical examiner to identify the deceased or determine cause of death; and to funeral directors to carry out their duties
- **Organ, eye or tissue donation:** Disclosures to organ procurement organizations or other entities to facilitate organ, eye, or tissue donation and transplantation after death
- **Research purposes:** Disclosures subject to approval by institutional or private privacy review boards, subject to certain assurances and representations by researchers about the necessity of using your health information and the treatment of the information during a research project
- **Health oversight activities:** Disclosures to health agencies for activities authorized by law (audits, inspections, investigations or licensing actions) for oversight of the healthcare system, government benefits programs for which health information is relevant to beneficiary eligibility, and compliance with regulatory programs or civil rights laws
- **Specialized government functions:** Disclosures about individuals who are Armed Forces personnel or foreign military personnel under appropriate military command; disclosures to authorized federal officials for national security or intelligence activities; and disclosures to correctional facilities or custodial law enforcement officials about inmates
- **HHS investigations:** Disclosures of your health information to the Department of Health and Human Services to investigate or determine the Plan's compliance with the HIPAA privacy rule

Except as described in this notice, other uses and disclosures will be made only with your written authorization. For example, in most cases, the Plan will obtain your authorization before it communicates with you about products or programs if the Plan is being paid to make those communications. If we keep psychotherapy notes in our records, we will obtain your authorization in some cases before we release those records. The Plan will never sell your health information unless you have authorized us to do so. You may revoke your authorization as allowed under the HIPAA rules. However, you can't revoke your authorization with respect to disclosures the Plan has already made. You will be notified of any unauthorized access, use, or disclosure of your unsecured health information as required by law.

The Plan will notify you if it becomes aware that there has been a loss of your health information in a manner that could compromise the privacy of your health information.

## YOUR INDIVIDUAL RIGHTS

You have the following rights with respect to your health information the Plan maintains. These rights are subject to certain limitations, as discussed below. This section of the notice describes how you may exercise each individual right. See the Contact section at the end of this notice for information on how to submit requests.

## **RIGHT TO REQUEST RESTRICTIONS ON CERTAIN USES AND DISCLOSURES OF YOUR HEALTH INFORMATION AND THE PLAN'S RIGHT TO REFUSE**

You have the right to ask the Plan to restrict the use and disclosure of your health information for treatment, payment, or healthcare operations, except for uses or disclosures required by law. You have the right to ask the Plan to restrict the use and disclosure of your health information to family members, close friends, or other persons you identify as being involved in your care or payment for your care. You also have the right to ask the Plan to restrict use and disclosure of health information to notify those persons of your location, general condition, or death — or to coordinate those efforts with entities assisting in disaster relief efforts. If you want to exercise this right, your request to the Plan must be in writing.

The Plan is not required to agree to a requested restriction. If the Plan does agree, a restriction may later be terminated by your written request, by agreement between you and the Plan (including an oral agreement), or unilaterally by the Plan for health information created or received after you're notified that the Plan has removed the restrictions. The Plan may also disclose health information about you if you need emergency treatment, even if the Plan has agreed to a restriction.

An entity covered by these HIPAA rules (such as your healthcare provider) or its business associate must comply with your request that health information regarding a specific healthcare item or service not be disclosed to the Plan for purposes of payment or healthcare operations if you have paid out of pocket and in full for the item or service.

## **RIGHT TO RECEIVE CONFIDENTIAL COMMUNICATIONS OF YOUR HEALTH INFORMATION**

If you think that disclosure of your health information by the usual means could endanger you in some way, the Plan will accommodate reasonable requests to receive communications of health information from the Plan by alternative means or at alternative locations.

If you want to exercise this right, your request to the Plan must be in writing and you must include a statement that disclosure of all or part of the information could endanger you.

## **RIGHT TO INSPECT AND COPY YOUR HEALTH INFORMATION**

With certain exceptions, you have the right to inspect or obtain a copy of your health information in a "designated record set." This may include medical and billing records maintained for a healthcare provider; enrollment, payment, claims adjudication and case or medical management record systems maintained by a plan; or a group of records the Plan uses to make decisions about individuals. However, you do not have a right to inspect or obtain copies of psychotherapy notes or information compiled for civil, criminal, or administrative proceedings. The Plan may deny your right to access, although in certain circumstances, you may request a review of the denial.

If you want to exercise this right, your request to the Plan must be in writing. Within 30 days of receipt of your request (60 days if the health information is not accessible on site), the Plan will provide you with one of these responses:

- The access or copies you requested.
- A written denial that explains why your request was denied and any rights you may have to have the denial reviewed or file a complaint.
- A written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request.

You may also request your health information be sent to another entity or person, so long as that request is clear, conspicuous and specific. The Plan may provide you with a summary or explanation of the information instead of access to or copies of your health information, if you agree in advance and pay any applicable fees. The Plan also may charge reasonable fees for copies or postage. If the Plan doesn't maintain the health information but knows where it is maintained, you will be informed where to direct your request.

If the Plan keeps your records in an electronic format, you may request an electronic copy of your health information in a form and format readily producible by the Plan. You may also request that such electronic health information be sent to another entity or person, so long as that request is clear, conspicuous and specific. Any charge that is assessed to you for these copies must be reasonable and based on the Plan's cost.

## **RIGHT TO AMEND YOUR HEALTH INFORMATION THAT IS INACCURATE OR INCOMPLETE**

With certain exceptions, you have a right to request that the Plan amend your health information in a designated record set. The Plan may deny your request for a number of reasons. For example, your request may be denied if the health information is accurate and complete, was not created by the Plan (unless the person or entity that created the information is no longer available), is not part of the designated record set, or is not available for inspection (e.g., psychotherapy notes or information compiled for civil, criminal or administrative proceedings).

If you want to exercise this right, your request to the Plan must be in writing, and you must include a statement to support the requested amendment. Within 60 days of receipt of your request, the Plan will take one of these actions:

- Make the amendment as requested.
- Provide a written denial that explains why your request was denied and any rights you may have to disagree or file a complaint.
- Provide a written statement that the time period for reviewing your request will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request.



## **RIGHT TO RECEIVE AN ACCOUNTING OF DISCLOSURES OF YOUR HEALTH INFORMATION**

You have the right to a list of certain disclosures of your health information the Plan has made. This is often referred to as an “accounting of disclosures.” You generally may receive this accounting if the disclosure is required by law, in connection with public health activities, or in similar situations listed in the Other Allowable Uses or Disclosures of your Health Information section earlier in this notice, unless otherwise indicated below.

You may receive information on disclosures of your health information for up to six years before the date of your request. You do not have a right to receive an accounting of any disclosures made in any of these circumstances:

- For treatment, payment or healthcare operations.
- To you about your own health information.
- Incidental to other permitted or required disclosures.
- Where authorization was provided.
- To family members or friends involved in your care (where disclosure is permitted without authorization).
- For national security or intelligence purposes or to correctional institutions or law enforcement officials in certain circumstances.
- As part of a “limited data set” (health information that excludes certain identifying information).

In addition, your right to an accounting of disclosures to a health oversight agency or law enforcement official may be suspended at the request of the agency or official.

If you want to exercise this right, your request to the Plan must be in writing. Within 60 days of the request, the Plan will provide you with the list of disclosures or a written statement that the time period for providing this list will be extended for no more than 30 more days, along with the reasons for the delay and the date by which the Plan expects to address your request. You may make one request in any 12-month period at no cost to you, but the Plan may charge a fee for subsequent requests. You’ll be notified of the fee in advance and have the opportunity to change or revoke your request.

## **RIGHT TO OBTAIN A PAPER COPY OF THIS NOTICE FROM THE PLAN UPON REQUEST**

You have the right to obtain a paper copy of this privacy notice upon request. Even individuals who agreed to receive this notice electronically may request a paper copy at any time.

## **CHANGES TO THE INFORMATION IN THIS NOTICE**

The Plan must abide by the terms of the privacy notice currently in effect. This notice takes effect on January 1, 2025. However, the Plan reserves the right to change the terms of its privacy policies, as described in this notice, at any time and to make new provisions effective for all health information that the Plan maintains. This includes health information that was previously created or received, not just health information created or received after the policy is changed. If changes are made to the Plan’s privacy policies described in this notice, you will be provided with a revised privacy notice.

## **COMPLAINTS**

If you believe your privacy rights have been violated or your Plan has not followed its legal obligations under HIPAA, you may complain to the Plan and to the Secretary of Health and Human Services. You won’t be retaliated against for filing a complaint. To file a complaint, contact US Employee Benefits at [USEmployeeBenefits@parexel.com](mailto:USEmployeeBenefits@parexel.com).

## **CONTACT**

For more information on the Plan’s privacy policies or your rights under HIPAA, contact US Employee Benefits at [USEmployeeBenefits@parexel.com](mailto:USEmployeeBenefits@parexel.com).