

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

October 17, 2012

Administration Fee for Immunizations

Some pharmacies may charge an administration fee for immunizations, such as a shingles vaccine or pneumonia shot. The state health plans will pay 100 percent of the cost for the *immunization only*, and the member is responsible for any administration fee that may be charged. It is important that members ask the pharmacist **before receiving the shot** to confirm whether or not the pharmacy charges an administration fee. The administration fee is determined by the individual pharmacy.

Reminder: An administration fee does not apply to flu shots. If the pharmacy will not process the shot at no cost to the member, they should ask the pharmacist to call the pharmacist helpline at Express Scripts/Medco for COVA Care, Optima Health for COVA Connect or Anthem for COVA HDHP.

Substantiation of WageWorks Health Care Card Purchases

WageWorks Health Care Cards are being deactivated for employees who had July transactions and have not verified their purchases. Please remind your agency's employees that it is important to verify card transactions when notified by WageWorks.

For more details on Card Use Verification, visit www.wageworks.com. See the left sidebar on the home page.

Time Frames for Submitting Enrollment Actions

There have been questions about when to begin the countdown for the 30-day time frame for employees newly eligible for coverage and the 60-day time frame for employees who experience a qualifying mid-year event outside of annual Open Enrollment. Here is a refresher:

Newly Eligible Employees

When employees become eligible for health coverage and flexible reimbursement accounts, they have up to 30 calendar days to enroll from their date of hire or becoming eligible. The 30-day **countdown period begins on the first day of employment** and ends 30 days later. If the enrollment action is received within the 30 calendar day time frame, coverage will be effective the first of the month coinciding with or following the date of employment. In no case will coverage begin before the first day of employment.

Qualifying Mid-Year Events

During the plan year, employees may make membership and plan changes that are based on qualifying mid-year events. Changes must be submitted within 60 calendar days of the event. **The countdown begins on the day of the event.** Normally the change will be effective the first of the month after the date the submission of an election change is received.

Important Note on Elections and the Effective Date for Changes

Elections submitted within 30 days of becoming eligible or within 60 days of a qualifying mid-year event are binding and may not be changed after taking effect. Elections are binding until a subsequent

qualifying mid-year event or the next annual Open Enrollment. Remember that while the employee may submit multiple election changes, once the election is effective no further change can be made. Here's an example:

While this new employee may have until November 2 to enroll in health care or a flexible reimbursement account, any election made on or before November 1 will be effective on November 1. If the employee wants to change an election on November 2, the previous election is already in effect and binding and cannot be changed until an additional qualifying mid-year event or the next annual Open Enrollment.

Diabetes Management Program Update

The new COVA Care and COVA Connect diabetes management programs began on July 1. Members who met the criteria for receiving certain diabetes drugs and supplies at no cost on October 1 received the attached letter of congratulations at their home addresses confirming participation in the program. This is an ongoing process and letters will be sent to newly eligible participants monthly. Anyone who has questions should contact Anthem or Optima Health. For more information: <http://www.dhrm.virginia.gov/hbenefits/openenroll2012/DiabetesManagementProgram.pdf>.

2012 About Your Benefits is Online!

Many of you have asked when the updated *About Your Benefits* booklet would be available on the DHRM website. You may find it now at www.dhrm.virginia.gov/hbenefits/openenroll2012/AboutYourBenefits.pdf on the Employee Benefits, Health Benefits, For Employees web page or in the Resource Center at HR Community, Benefits Administration, Resources.

W2 Value of Healthcare File

Beginning with the 2012 tax year, the cost of health care benefits or "value of healthcare" is required by the Affordable Care Act to be included on W-2 Forms. To facilitate this, DHRM will produce a file to provide the required value for each employee who was employed during the 2012 tax year. OHB will provide the file format information to the non-CIPPS agencies in a separate communication. CIPPS agencies will receive information from the Department of Accounts regarding the W2 process.