

HEALTH BENEFITS E-NEWS

*Department of Human Resource
Management
Office of Health Benefits*

May 31, 2013

Premium Rewards Guidance for Newly Eligible Employees

The Office of Health Benefits is providing premium rewards guidance for newly eligible employees whose health benefits coverage is effective on May 1, June 1 or July 1, 2013. Eligible employees and their spouses may take these steps to earn premium rewards for the first six months of the plan year beginning July 1:

- Employees and eligible spouses may take the Health Assessment no later than July 26, 2013 by telephone only at 1-866-938-0349.
- If the employee and/or spouse are covered in COVA HealthAware and COVA Care for July 1, the premium reward will begin July 1, 2013, with necessary adjustments made retroactively.
- Premium rewards are for the period of July 1 – December 31, 2013.

This opportunity to take the Health Assessment and receive premium rewards is only for newly eligible employees with an effective date of coverage during the months shown above. Employees who become eligible for coverage after July 1, 2013 and those who enrolled in COVA Care and COVA HealthAware after July 1, will have to wait until the 2014-15 plan year to qualify for a premium reward.

Reminder on Open Enrollment Keying and Other Information

Details about keying Open Enrollment, rewards, and reports may be found in BA Memo #13-02, on the DHRM website at www.dhrm.virginia.gov/resources/benefitsadmin/num_memo/memolst13.html. Please note the "Mapping Document" attachment.

Any outstanding Open Enrollment requests submitted by enrollment form should now be keyed in BES using Reason Code 47. Health care coverage elections are keyed using PSB301 and FSA elections using PSB200. Send Open Enrollment requests for employees in Layoff Leave Codes 21, 22, 23, 24, or 25 to the Office of Health Benefits for entry into BES.

Reminder: Access to benefits that take effect on July 1 may be delayed if the May 30 keying deadline was missed.

Documentation Requirements Related to Dependent Eligibility

Employees must show that any dependent added to their health care membership is eligible to be covered. The required documentation must be received before the dependent is added; however, the election request should not be cancelled or rejected if the documentation was not received by the May 24, 2013 Open Enrollment deadline.

If the employee provides the documentation following the deadline, the agency can process the election by updating BES using Reason Code 47 as long as changes are made by June 30, 2013. If the documentation is provided after June 30, a request for assistance form should be provided to the Office of

Health Benefits, along with the election, supporting documentation and the reason for the delay. OHB will review and update BES as appropriate.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.