

# ***HEALTH BENEFITS E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*June 14, 2013*

## **Notification of Tentative Biometric Screening Dates**

WellAdvantage, which is conducting biometric screenings for the MyActiveHealth program, is providing tentative screening dates this week to all Benefits Administrators who requested screenings at worksites with 20 or more employees. When contacted by WellAdvantage, please confirm your date or discuss an alternative date by the close of business on Tuesday, June 18, 2013.

The Office of Health Benefits is identifying alternative biometric screening locations for worksites with less than 20 employees. We are working with several agencies that have sites throughout the state, such as VDH, VEC and some community colleges, to allow employees from other agencies, spouses and non-Medicare eligible retirees to schedule screenings at their sites. If you requested a screening for a site that has less than 20 employees, we will provide a list soon of alternative sites in your area.

## **Deleting Open Enrollment Suspense Records**

Follow these steps if you need to key a BES transaction denied because an Open Enrollment election is in suspense:

- **Use PSB305** to view and screen-print the Open Enrollment suspense record. If dependents are covered, also screen-print the dependent scroll suspense screen. You will need to re-key the Open Enrollment election from these screen-prints. No changes may be made to the original Open Enrollment election.
- **Use PSB117** to delete the Open Enrollment suspense record.
- **Use PSB301** and the appropriate reason code to enter the new BES transaction.
- Re-key the deleted Open Enrollment election **using PSB301 and Reason Code 47**. Make sure you key the same dates used on the deleted suspense record.

You may delete a premium reward suspense record to key a BES transaction **by using PSB117**. OHB will run a weekly report until July 1 to restore deleted premium rewards.

## ***Premium Reward Reporting***

Please refer to Numbered Memo #13-02 for information on how premium rewards will be tracked in BES and how the rewards information will be provided to agencies. Details may be found on the DHRM website at the following link:

[www.dhrm.virginia.gov/resources/benefitsadmin/num\\_memo/memolst13.html](http://www.dhrm.virginia.gov/resources/benefitsadmin/num_memo/memolst13.html).

The premium rewards are only available for:

- The COVA Care and COVA HealthAware plans, and
- Employees, non-Medicare retirees and spouses who are enrolled in these plans with an effective date on or before July 1, 2013.

***Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).***