

Western Pennsylvania Schools Health Care Consortium

Open Enrollment for July 1, 2019

May 15, 2018 through June 15, 2019 is Hermitage School District's Open Enrollment Period. This is the time for you and your family to review your healthcare choices and make your Annual Election decisions. Your Annual Elections and changes made during Open Enrollment will be effective July 01, 2019 through June 30, 2020, unless you have a qualified status change.

If you have a change in status, you must notify the Benefits Department within 31 days of your change in status.

What is a Change in Status?

- Marriage, divorce or legal separation.
- Birth, adoption, or placement for adoption.
- Death of a spouse or child.
- A change in you or your spouse's employment status that affects eligibility for coverage.
- A child loses dependent status.
- Your spouse's health care coverage through his or her employer changes.
- You or one of your covered dependents gain or lose other coverage due to a change in employment status.

All members continue to have a CHOICE to pick either Highmark or UPMC.

If you do not make any changes, your benefits will remain the same.

If you would like to make a medical plan change in carrier or level, please complete the attached "**Medical Plan Change Form**". If you need to add or remove a dependent, that can be done on the corresponding Highmark/UPMC enrollment forms. If you do not wish to make any changes to your Current Medical Plan Election, your current elections will rollover to the Plan Year beginning July 1, 2019. **All forms will need to be returned to your District's Business Office on or before June 7, 2019.**

Below are toll-free Customer Service Numbers for UPMC and Highmark that you can utilize if you have questions or need assistance. If you are a current member with either Plan, you can use the customer service number on the back of your member ID card for assistance and questions.

- **Highmark** – 1-800-215-7865
Reference Code: P0040217
- **UPMC** – 1-800-644-1046, Monday-Friday 7 am – 7 pm, Saturday 8 am – 3 pm

Any changes made for the July 1, 2019 plan year will be in effect and cannot be changed until the next Open Enrollment period for the next plan year which begins on July 1, 2020. This includes your selection of Highmark or UPMC.

- If you are a current Highmark Member and switch to UPMC:
 - a. You will receive two ID cards
 - UPMC Medical ID card
 - Highmark Wellness ID Card
 - b. The Wellness card will be used to earn your HRA Wellness dollars.
 - Your Wellness login information will not change
 - All HRA Wellness earned to date will not be affected
- If you are a current UPMC Member and switch to Highmark:
 - a. You will receive one combined ID card which will be used for both your Highmark Medical ID and your Wellness ID
 - b. Your Wellness login information will not change
 - c. All HRA Wellness earned to date will not be affected

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2019 Open Enrollment MEDICAL PLAN CHANGE FORM Effective 7/1/2019

Employee Name: _____ Social Security #: _____ - _____ - _____
(Last, First, Middle Initial)

Home Address: _____ Date of Birth: _____
(Street Address)

(City, State, ZIP Code)

Contact Phone #: _____

**I ELECT TO CHANGE MY MEDICAL PLAN AS INDICATED BELOW
AT THE FOLLOWING COVERAGE LEVEL:**

<u>Coverage Level</u>	<u>Medical UPMC Plan</u>	<u>Medical Highmark Plan</u>
Employee Only	<input type="checkbox"/>	<input type="checkbox"/>
Employee + Child(ren)	<input type="checkbox"/>	<input type="checkbox"/>
Employee + Spouse	<input type="checkbox"/>	<input type="checkbox"/>
Employee + Family	<input type="checkbox"/>	<input type="checkbox"/>

I UNDERSTAND THAT I HAVE ELECTED TO CHANGE MY MEDICAL PLAN FOR JULY 1, 2019. UNLESS I HAVE A QUALIFIED EVENT OCCUR DURING THIS PLAN YEAR, MY NEXT OPPORTUNITY TO MAKE A CHANGE WILL BE DURING THE JULY 1, 2020 OPEN ENROLLMENT PERIOD.

(Signature)

(Date)

Return completed form to the District Administrative Office by June 7, 2019