

ParTNers for Health Insurance Open Enrollment: October 1 - November 1



ENROLLMENT DEADLINE APPROACHES!

Right now is the time to make the changes and updates to your ParTNers for Health Group Plan Health Insurance. This Open Enrollment Period only lasts from **October 1 to November 1, 2014, at midnight**. Every eligible employee should have received a 2015 Decision Guide in the mail at their home address. Consult this Decision Guide to help assist with researching, comparing, and contrasting the plan details. If you did not receive a 2015 Decision Guide, contact the Department of Finance right away -we will see that you get one. Once you find the plan that is right for you, log onto the Edison Employee Self-Service (ESS) web portal: www.edison.tn.gov. Follow the instructions in the box on the right. Remember that if you choose the Partnership PPO Plan, you will be required to fulfill the Partnership Promise in 2015. Questions? 364-5429.

Making Insurance Changes Using Edison Employee Self-Service (ESS)

All employees planning to make changes to their group plan health insurance must use the Edison Employee Self-Service (ESS) System. All members should have received a user ID and a temporary password in the mail at their home address. **If you did not receive your user ID card, please call the Department of Finance: 731-364-5429.** To begin, log on to Edison at www.edison.tn.gov.

1. Click "Benefits Enrollment" under "My Benefits" on the left of the page. On the **Welcome to Employee Self Service page** under "Open Benefit Events" click "Select".
2. Click "Edit" next to the plan (medical, dental, or vision) that you want to add or change.
3. Under "Select an Option," click your plan choice.
4. Under "Enroll Your Dependents," check the boxes next to the dependent's names to cover him or her.
5. Click "Update Elections" to confirm your option. If you select the Partnership PPO, read the Partnership Promise and click "Accept".
6. You will see a summary of all the options you selected. To make changes, click "Discard Changes." If no changes, click "Update Elections."

7. Once you have made all of your changes, click "Continue" on the **Benefits Enrollment Page**.
 8. If you are adding dependents, click on "Upload Documents" link and then upload any documents that you need to submit. Then, click "Finished Uploading, Continue to Next Step" link.
 9. Next, choose if you want your confirmation by mail or e-mail. Make any changes needed. Click "submit".
 10. You will be taken to a confirmation screen. Click "OK". You can view any confirmation of your selections on the **Welcome to Employee Self Service page** by logging back in and selecting "View" in the View/Print Confirmation Statement box.
- Remember to keep your contact information updated in Edison.

Supplemental Insurance Open Enrollment Set For November 3 - 7, 2014

The supplemental insurance open enrollment is scheduled for November 3-7, 2014. This time period allows all eligible Weakley County employees to add, drop, or modify coverage with our supplemental insurance vendors. The policies that fall under this category are often referred to as the "Cafeteria Plan".

For 2014-2015, Weakley County will participate with supplemental insurance providers USABLE and AFLAC, and the USABLE Flexible Spending Account Program will remain in place.



USABLE and AFLAC will offer Group Life Insurance, Accident Insurance, Critical Illness, Short-term Disability, Long-term Disability, Cancer policies, and Flexible Spending. USABLE's Flexible Spending Account allows an employee to save on healthcare for themselves and dependent expenses by using pre-tax dollars

deducted in equal amounts from each paycheck throughout the plan year.

Representatives from USABLE and AFLAC will be at your workplace to meet with you individually. Exact locations and times for the enrollment meetings will be sent to you from the Director of Finance, Shawn Francisco, via e-mail. Whether you choose to add coverage or not, you must meet with and sign off that these policies were offered to you. For more questions, call the Department of Finance: 731-364-5429.



First Look: The 2015 Partnership Promise

January 1, 2015, will begin the new plan year for employees with ParTNers for Health Group Plan Health Insurance. Employees who have chosen the Partnership PPO Plan will want to begin making plans to fulfill the requirements of the Partnership Promise. This promise is an initiative put into place that aims to help healthy members stay healthy, and to slow the progression of poor health among those currently living with chronic illnesses. The 2015 Partnership PPO Requirements are:

- 1. Complete the online Healthways Well-Being Assessment® (health questionnaire) between January 1 and March 15, 2015.
- 2. If you receive a health coaching call from Healthways, you must actively participate in coaching, which could include a tobacco cessation coaching program if you use tobacco.
- 3. Members called to coach must complete a biometric health screening by July 15, 2015.
- 4. Update your contact info if it changes. More to come about the Partnership Promise soon! **Questions? 364-5429.**