



# STATE EMPLOYEE HEALTH PLAN

## DIRECT BILL NEWS OCTOBER 2012

DIRECT BILL TOLL FREE—1-866-541-7100  
TOPEKA AREA—785-296-1715



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## Direct Bill Open Enrollment

### \*November 1 - 30, 2012\*

Every fall like clockwork—school starts, football kicks off, and Open Enrollment gets under way. For all Direct Bill members, all enrollments for 2013 will be done online.

**This year we have a few NEW things to tell you about:**

- ◆ Open Enrollment for Direct Bill/Retirees is from November 1 through November 30, 2012. This enrollment period is during this year’s Medicare Prescription Drug Part D open enrollment period.
- ◆ Humana Group Medicare PPO **will not** be available in Plan Year 2013. If you are currently enrolled in Humana, you will need to select another Medicare option.
- ◆ With the exception of those currently enrolled in Humana Medicare PPO, **if you do NOT want to make any changes to your coverage for Plan Year 2013, you do not need to do anything.** Your coverage you have for Plan Year 2012 will continue through for Plan Year 2013. The current coverage letter you received in your Open Enrollment packet will serve as your confirmation statement for Plan Year 2013 if you do not make any changes in the portal.



**Again, if you do not intend to make any changes to your coverage for Plan Year 2013, you do not have to access the online eligibility portal.**



## Online Enrollment

### Online SEHP Plan Year 2013 Open Enrollment Website USER INSTRUCTIONS

This year Direct Bill/Retiree Members will complete their Plan Year 2013 State Employee Health Plan (SEHP) open enrollment elections online. Members can enroll online using any computer with Internet access – at home or at most public libraries. The Kansas employee eligibility portal is an online enrollment website replacing the paper forms that were normally sent in to SEHP Membership Services.

**Please note**, if you do not wish to make any changes to your current Direct Bill/Retiree SEHP coverage, you **do not** need to complete your enrollment elections online. You will automatically be enrolled in the same SEHP coverage you are currently enrolled in effective January 1, 2013.

Starting **November 1, 2012**, you can visit the Kansas employee eligibility portal to verify your online account, review your contact information, review your current SEHP elections and then make any changes you want for 2013. The following information will provide you with step-by-step instructions on how to log on to verify your account and complete your open enrollment.

Prior to completing your online open enrollment you should review all your SEHP Open Enrollment 2013 materials to become familiar with your options. This includes your "2013 State Employee Health Plan for Retiree/Direct Bill Members" booklet and the Health Plan Comparison Charts.

If you have any questions regarding your benefit options, please contact our Direct Bill Benefits Consultants at 1-866-541-7100.

**\*Before you begin your online enrollment, make sure you have the following information ready\***

- Your Social Security number (SSN)
- Your Date of Birth
- Your Kansas Employee ID number (available at the top of your current coverage letter included with your Open Enrollment materials)

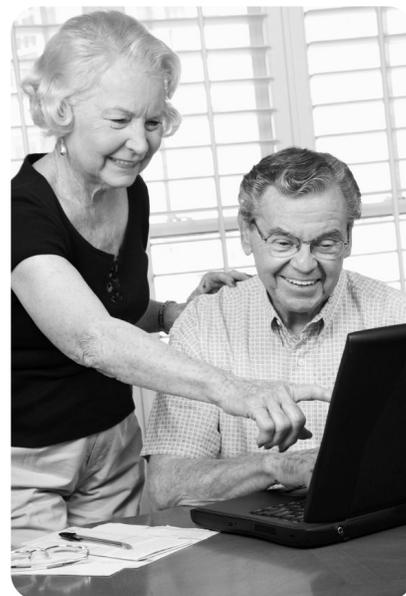
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## Online Enrollment

**Once you have all of the information from page 2 on hand, you are ready to complete your open enrollment elections beginning November 1st.**

1. Go to the online open enrollment website at:  
**[www.hrissuite.com](http://www.hrissuite.com)**
2. The main login screen will appear. Enter your SSN, date of birth and Kansas employee ID number and click "**Login.**"
3. The next screen will ask you if you are eligible for Medicare.
4. The next screen will ask you to verify your address, contact phone number and email address. You will be able to update or add your information at this time. These 3 items are required to continue with your open enrollment process. You will only be asked to review and verify these 3 items once during your open enrollment process.
5. You will then be taken to your personal account dashboard. This screen will show all your current family members and your current SEHP elections. If you wish to add or change any family member information, you may do so on this screen. After you review your current SEHP elections, if you want to continue the same benefit elections for 2013, you can select the button "**Keep My Current Coverage.**" This will enroll you in the same benefit elections for 2013. If you wish to make changes to your SEHP benefits, select the button "**Change My Benefit Elections**" and follow the instructions on each screen to complete your enrollment.
6. Once you have completed your enrollment please make sure you save and submit your enrollment elections and print out a copy of your summary page for your records.



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## Online Enrollment (cont'd)

You may go into the enrollment portal as many times as you want during November 1 through November 30, 2012 and make changes. Benefit confirmation statements will be emailed directly to your registered email address each time you save an election in the portal. The SEHP benefits that you will be enrolled in January 1, 2013 will be based on the last enrollment elections that are in the eligibility portal as of midnight, November 30, 2012. The current coverage letter you received in your Open Enrollment packet will serve as your confirmation statement for Plan Year 2013 if you do not make any changes in the portal.

Starting **November 1 through November 30, 2012** if you experience any technical trouble with this portal, call the Help Desk at:

**1-800-832-5337 (Toll free)**

Monday – Friday 7 AM to 7 PM (CST)  
Saturday – Sunday 9 AM to 2 PM (CST)

After hours please e-mail: **techsupport@hrissuite.com**

Include your name, phone number, Kansas employee ID number and an explanation of your issue, and we will trouble shoot your issue and contact you within 24 hours with a resolution.

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## Direct Bill Call Center During Open Enrollment

The SEHP Membership Services staff and several Retiree staff are pleased to operate the Direct Bill Call Center for our Direct Bill members again this year.

**The Call Center will be operational starting October 22, 2012, and ending on January 4, 2013. Hours of operation will be Monday through Friday from 8:30 am to 4:30 pm, except for State of Kansas observed holidays.**

Retirees may call the Direct Bill Call Center **toll-free at 1-866-541-7100 or (785) 296-1715 (in Topeka)** starting October 22, 2012, to receive assistance in answering questions regarding their open enrollment options. We look forward to talking to you!



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## Important Reminder about Your Mailing Address & Contact Information

Please be sure that your most current physical address, phone number and e-mail address (if you have one) is on file with the SEHP. This is to ensure that you receive important information about your Direct Bill health insurance in a timely manner.



**If you are enrolled in SilverScript prescription drug coverage or with Coventry Advantra**, CMS (Centers for Medicare and Medicaid Services) requires members to have a physical address and not a PO Box. **If the address listed on file with SEHP is a PO Box, please contact our office to update this information.**

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## Coventry Advantra — New SilverSneakers Program

Coventry Advantra Freedom PPO is available for Direct Bill members enrolled in Medicare Part A and Part B. It is a Medicare Advantage Plan under Part C of Medicare. The **SilverSneakers Program** is an added benefit for 2013, which provides unlimited access to participating fitness centers anywhere in the country at no extra charge. Coventry Advantra Freedom PPO is offered with the choice of Coventry Part D or SilverScript Part D prescription drug coverage.

Coventry is available in 38 Kansas counties and 62 Missouri counties. For complete coverage information, please refer to Chart 2 in your Open Enrollment packet.

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## \*New\* High Deductible Plan for Direct Bill

Plan C—High Deductible Health Plan—is a new option available to all retirees for Plan Year 2013. It offers lower premium amounts with higher deductibles. Features include:

- Lower premiums than Plan A or Plan B
- Deductibles—Single \$2,500/ Family \$5,000. A single family member only has to meet the single deductible
- There are no office visit co-pays
- Network services for medical and pharmacy have 0% member co-insurance
- Your out-of-pocket expenses for your dental and vision services do NOT apply toward your High Deductible Health Plan C deductible
- Once the deductible is met, medical services and prescription drugs are covered at 100%
- Preferred Lab Benefit is not available with High Deductible Health Plan
- There is **NO** HSA—Health Savings Account— associated with this plan for retirees.



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## Deadline for New Dependent Documentation: Wednesday, December 5th at 5:00pm

Eligible documentation is required by the SEHP for any **new** dependents enrolled onto your plan for 2013. **If a dependent is currently covered on your plan, no documentation is needed.** The deadline for new dependents' documentation is Wednesday, December 5th by 5:00pm. For documentation requirements, visit:

<http://www.kdheks.gov/hcf/sehp/DependentDoc.htm>

Documentation can be submitted to the SEHP either by mail or fax. If faxing, please include your name and Kansas Employee ID number on the document and send to: **785-368-7180**. If submitting by mail, send to:

State Employee Health Plan  
Attn: Direct Bill Program  
900 SW Jackson St., 9th Floor  
Topeka, KS 66612

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## Important Reminders for Direct Bill Participants

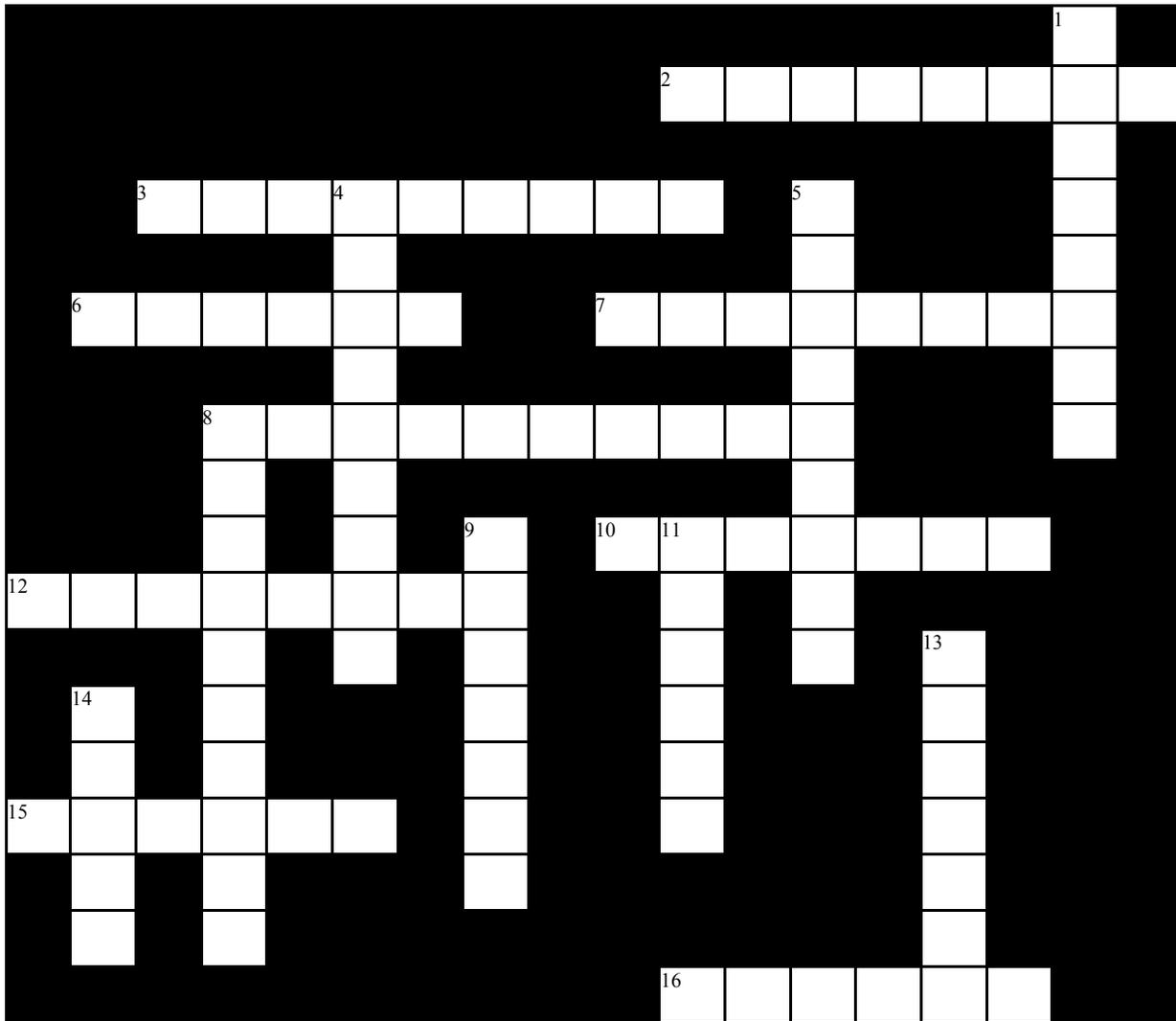
- **With the exception of those currently enrolled in Humana Group Medicare PPO**, if you do not want to make any changes to your coverage for Plan Year 2013, you do not need to do anything. Your Plan Year 2012 selection will continue through Plan Year 2013.
- Members can opt out of Delta Dental coverage only during Open Enrollment. **Once a member opts out of dental coverage, the member will not be able to re-enroll at a later date.**
- Members can opt out of Superior Vision coverage during the Open Enrollment period ONLY.
- Direct Bill members may terminate coverage for themselves and/or any covered dependents at any time during the Plan Year by notifying the Direct Bill Membership Office. However, once a member terminates their coverage, the member and their dependents cannot re-enroll at a later date.

### Steps you should take when you and/or your spouse/dependent becomes Medicare eligible, whether it is due to disability or turning age 65:

- Apply for Medicare with Social Security about 3 months before turning 65
- Enroll in both **Part A—Hospital Insurance** and **Part B—Medical Insurance** of Medicare
- Enroll in supplemental insurance to coordinate with Medicare
- Enroll in a Part D—Prescription Drug plan



## ! Direct Bill Newsletter Crossword !



### Across

### Down

2. Open Enrollment will begin the 1st of this month
  3. the KU vs K-state football game is known as the \_\_\_\_\_ Showdown
  6. pile these up and bag them, or let the kids jump in
  7. the new SilverSneakers program is through Coventry \_\_\_\_\_
  8. the High \_\_\_\_\_ Health Plan is new to Direct Bill
  10. if you move to a new house, this should be updated with the SEHP
  12. if you are not making any changes to your health \_\_\_\_\_ you do no need to do anything
  15. all Open Enrollment elections for 2013 must be made \_\_\_\_\_
  16. this Group Medicare PPO will not be available in 2013
1. once you turn 65, you should have Part A & B of \_\_\_\_\_
  4. if it's "through the uprights," a football team has scored this
  5. he's full of straw, and only wants a brain
  8. this call center will be open between Oct. 22 and Jan. 4
  9. the city that hosts an iconic Thanksgiving day parade
  11. once you opt out of this coverage, it cannot be re-enrolled in
  13. this Halloween, Linus will be waiting for the Great \_\_\_\_\_
  14. glucose-infused substance distributed to adolescents on Oct 31st



Department of Health  
and Environment  
*Division of Health Care Finance*



**STATE EMPLOYEE HEALTH PLAN  
MEMBERSHIP SERVICES—DIRECT BILL  
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