

The EBD Update – Friday, July 27, 2007

A weekly publication by The Employee Benefits Division

***** For Public School Officials and State Agency Representatives *****

Summary of Material Modifications (SMM) Released July 19th

This Summary of Material Modification (SMM) is issued to amend the current Summary Plan Description (SPD) and is intended to clarify existing Exclusions and Limitations.

Long Term Acute Care Admissions / Services. All admissions to and services performed through a Long Term Acute Care (LTAC) facility are not covered services under this plan.

Summary of Material Modifications (SMM) Released July 27th

This Summary of Material Modification (SMM) is issued to amend the current Summary Plan Description (SPD) in order to include the use of a Wound Vacuum Assisted Closure (VAC) Device as an Exclusion to the ARHealth Plan.

Wound Vacuum Assisted Closure (VAC) Devices. All Services related to the use of a Wound Vacuum Assisted Closure (VAC) Device are not covered Services under this Plan.

The EBD Buzz goes Electronic

In an attempt to streamline communication and further reduce administration costs associated with the ARHealth Plan, The EBD Buzz will now be delivered via e-mail. By moving to an E-Newsletter, we can significantly reduce publication time and help to ensure that members are getting the latest information about the plan.

We do, however, have to rely heavily on our Health Insurance Representatives to help us spread the word. Every school and state agency has a different method for internal communication and we would hope that you would incorporate the Buzz into your normal lines of communication.

A special e-mail will go out later today with the latest Public School Employee Edition of the Buzz with a link to the newsletter and the actual newsletter attached in PDF format (this way you can determine how best to pass it on). The next issue for the State Employees will be released in the coming weeks.

***** For State Agency Representative Only *****

Free Pay Period

For those state agencies on a Bi-Weekly payroll, this payroll will have no health insurance premium deductions. This period runs from July 15th to July 28th.

Rates have been Published

Rates for the 2008 Plan Year have been posted to the ARBenefits site for the State Employees and Retirees.

***** For Public School Officials Only *****

2008 Plan Year Benefit Guides

They have arrived. We received our supply today as did the mailing company. The books will be mailed out as quickly as possible so that your employees have sufficient time to review the changes and make their election for the coming plan year.

Retiree Rates have been Published

Public School Retirees are now available through the ARBenefits website.

Open Enrollment Notes

Below are just a few notes to address some of the questions that we have received so far during open enrollment:

- Benefit Confirmation Forms are being mailed. I expect the last of the forms to be in the mail by early next week.
- If a member does not receive their form or if the member needs a replacement, please contact our Member Services team and we can regenerate a form and send it to you or the member. Phone number: 877-815-1017
- When Benefit Confirmation Forms are returned to you, please forward them to us for processing in ARBenefits (after you have made the necessary adjustments for payroll). You do not need to make any adjustments in the ARBenefits system when the member returns a Confirmation Form. Our Fax Server is still under construction, so you can mail the forms to us or fax them to 501-683-0983. A new fax number will be provided once the new server is in place.
- If a new employee has been entered into the ARBenefits system on or after July 1st, that member will not receive an Annual Benefits Guide. The distribution list was created on 6/30 and would not have included new employees. Those individuals will need to get their Benefit Guides from you.
- Coverage for new employees enrolling for coverage in the last few months of the 2007 Plan Year will need to have their benefit information entered by our staff at EBD. Once the 2007 Plan Year election is entered, you can proceed with entering the 2008 Plan Year election. These members must

complete two enrollment forms, one for 2007 and one for 2008 since no Benefit Confirmation Form will be mailed to them.

- Current members who experience any qualified change for the current plan year, such as a birth of a new child, should have those changes processed by the EBD staff since the 2007 plan year is locked for district changes. Please remember to supply the supporting documentation with the change form.
- Please ensure that your members sign the Benefit Confirmation Form or the Enrollment Form, whichever is necessary for the member. Forms that are sent to EBD without a signature can not be processed.
- Please be sure to observe the 8/31 Transfer Rule when employees move from one district to the other. As it has been for many years, the districts from which the member is transferring should continue to cover the member until 8/31 and the district to which the member is moving should begin coverage on 9/1. For more information on this, please consult the Benefits Administration Manual located at:
https://arbenefits.org/ebd_pages/p&p/tableOfContents.html
- Since EBD has assumed the duties of Imaging, we ask that you clearly mark on your forms which ones are sent for historical imaging and which ones require action on behalf of EBD. For instance, a form for imaging may be a divorce decree which is supporting documentation for a benefit change, whereas a form needing action by EBD would be a 2007 Enrollment Form for a new member. By clearly marking your packages, we will more efficiently process the documents and make sure that information is handled in a timely manner.

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