

2021

## ABC Virtual Training

Getting to Know Your Resources

Ebony Davidson & Zac Colona  
Education & Outreach Specialists  
Benefits Administration



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### ParTners for Health

[www.tn.gov/partnersforhealth](http://www.tn.gov/partnersforhealth)



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### Finding Benefit Information



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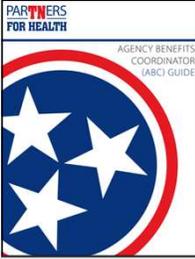
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### ABC Guide

- The guide is designed as a quick reference tool to help with daily work and tasks that are not used frequently.
- Because it will be updated often, we recommend not printing this document.
- The guide can be used to help with topics like running queries, termination dates, adding new employees and finding commonly used forms.



**PARTNERS FOR HEALTH**  
AGENCY BENEFITS COORDINATOR (ABC) GUIDE

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### New Hire Presentation





This presentation will provide you and your employees with:

- Eligibility information and when you can add or cancel coverage
- Benefits and premiums
- Information on how to enroll
- Other important information

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### New Employee Orientation

- This video should be used to equip new employees with information about benefits available to them.
- The follow-along packet allows employees to take notes during the video and includes links that will take employees directly to the corresponding information on the Partners for Health website.



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### ParTNers for Health TN –Youtube Page



- The Partners for Health Youtube page houses all of the videos created by Benefits Administration.
- You will find that the videos are separated into different playlists according to your needs.
- Pay special attention to the "Agency Benefits Coordinator Resources" playlist.

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### For New Employees



On this page, you will find an online benefits orientation presentation, eligibility and enrollment guides, forms and other resources that explain the benefits available to new employees.

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### Eligibility and Enrollment Guide



- This guide explains all benefits offered in the plan and who is eligible to be covered under the plan.
- It also discusses what to do in the event of a special qualifying event like acquiring a new dependent or extended period of leave.

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**ID Cards**

- New employees will receive ID cards once they are enrolled in benefits. Cards will generally come in about 2-3 weeks after enrollment is complete.
- During Annual Enrollment, all members will receive new medical, pharmacy and behavioral health ID cards.
- Employees will receive separate cards for each of our vendors. You can expect a card for health, dental, vision, EAP and pharmacy benefits.



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Any Questions?

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