



STATE OF TENNESSEE GROUP INSURANCE PROGRAM

EMPLOYEE INSURANCE CHECKLIST — LOCAL EDUCATION PLAN

State of Tennessee • Department of Finance and Administration • Benefits Administration
312 Rosa L. Parks Avenue, 19th Floor • Nashville, Tennessee 37243 • 615.741.3590 or 800.253.9981

AGENCY BENEFITS COORDINATOR: This form must be completed on or within FIVE business days of the eligibility date for newly hired employees who are insurance eligible and existing employees who become insurance eligible due to a status change. This form IS NOT for special enrollment. DO NOT submit this form to Benefits Administration. Place the completed form in the employee's insurance or personnel file and give the employee a copy along with the page 2 attachment.

EMPLOYEE INFORMATION – TO BE COMPLETED BY ABC

Table with 3 columns: NAME, EDISON ID, AGENCY

ELIGIBILITY AND ENROLLMENT – ABC SHOULD PLACE A CHECK MARK BY EACH ITEM DISCUSSED/PROVIDED AND FILL IN ANY BLANKS

- Advise that an ABC is a liaison with the health plan and that all conversations about health and related benefits should be with the ABC and not others in the HR office. Provide ABC contact information.
Advise that insurance enrollment must be completed in Edison OR by paper returned to the ABC within 30 days of the employee's eligibility date.
Advise that all coverage starts on the first day of the month after the employee's eligibility date.
Advise that if not enrolled when first eligible, the employee will be deemed to have waived insurance coverage for the remainder of the calendar year unless a special qualifying event (SQE) or MidYear Enrollment Event occurs.
Advise that all new hire elections are fixed for the remainder of the calendar year in most cases.

INSURANCE PRODUCTS – ABC SHOULD DISCUSS ALL PRODUCTS AND PLACE A CHECK MARK BY EACH TO CONFIRM

Table with 2 columns: Health Options (Premier Preferred Provider Organization, Standard PPO, Limited PPO, Local Consumer driven Health Plan with a health savings account) and Other (Dental, Vision)

INFORMATION TO BE PROVIDED – ABC SHOULD PLACE A CHECK MARK BESIDE EACH ITEM TO CONFIRM

- Provide Edison login, password and ESS instructions.
Provide health, dental and vision Edison enrollment access or paper enrollment form/Benefit eform (if needed) to employee on their eligibility date or within five business days of eligibility date. This is mandatory.
Confirm accurate contact information including email address and provide link to change contact information.
Provide the ParTners for Health URL, tn.gov/partnersforhealth. Describe information located there, including vendor materials, plan document, legal notices, plan coverage, customer service page.
Provide links to the following by giving employee the Attached Page 2:
all online forms for health, dental, vision, retirement, leave of absence, and miscellaneous forms and provide printed copies if requested
the New Hire Guide and HIPAA privacy notice or printed copies if requested
the Emotional Wellbeing Solutions and the wellness program websites
chart with monthly premiums, including employee deduction and employer contribution (if applicable)
Summary of Benefits and Coverage and the marketplace notice and printed copies if requested

I acknowledge that the items marked above were discussed with me or provided to me on my hire date or within five days of my eligibility date, and I understand my 30-day deadline to enroll in benefits begins on my date of hire/first eligibility, and not the day after. I have received a document listing all the website links mentioned in this Checklist and any paper documents that I requested.

EMPLOYEE SIGNATURE

AGENCY BENEFITS COORDINATOR SIGNATURE

DATE

DATE



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ABC: GIVE THIS PAGE TO THE EMPLOYEE.

1. **Insurance and Benefit Information. ParTNers for Health** - <https://www.tn.gov/partnersforhealth.html> has drop down menus at the top of the page for Health Options (health, CDHP/HSA insurance options, carrier information, pharmacy, behavioral health and included benefit extras); Other Benefits (including dental, vision, wellness, The Tennessee Plan, Working for a Healthier Tennessee, and Emotional Wellbeing Solutions); Publications (including publications, forms, and reports); Annual Enrollment, Benefits Contact Information and Premiums
2. **Enrollment and Other Forms** - <https://www.tn.gov/partnersforhealth/publications/forms.html> for health, dental, vision, retirement, leave of absence, and miscellaneous
3. **Monthly Premium Charts** - <https://www.tn.gov/partnersforhealth/insurancepremiums.html> For health, The Tennessee Plan, dental insurance and vision insurance
4. **Publications** - <https://www.tn.gov/partnersforhealth/publications/publications.html> Including New Hire Guides and HIPAA Privacy Notice (under Miscellaneous menu item) as well as Insurance Comparison Charts, Medical Plan Documents and other publications for pharmacy, dental, The Tennessee Plan, Vision, Behavioral Health and HSA/FSA.
5. **Emotional Wellbeing Solutions** <https://www.tn.gov/partnersforhealth/otherbenefits/emotionalwellbeingsolutions.html>
6. **Wellness program** <https://www.tn.gov/partnersforhealth/otherbenefits/wellnessprogram.html>
7. **Summary of Benefits and Coverage** <https://www.tn.gov/partnersforhealth/summaryofbenefitsandcoverage.html>
8. **Marketplace Notice**
 - **Local Education Employees** - <https://www.tn.gov/partnersforhealth/agencybenefitscoordinators/ppacadocuments.html>
(Select Local Education Required Federal Marketplace Notice)