



## STATE OF TENNESSEE GROUP INSURANCE PROGRAM

**EMPLOYEE INSURANCE CHECKLIST — STATE 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**

| 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. The 30day deadline begins on the eligibility date \_\_\_\_\_ and ends on \_\_\_\_\_. Dependent verification must be submitted no later than 10 days after the 30day enrollment period or dependent coverage will be waived. Paper application is not necessary if using ESS. Explain enrollment in voluntary term life insurance is through the vendor's website. Inform that central state government and state higher education employee is automatically enrolled in basic term life/basic AD&D and longterm disability insurance.
- ☐ Advise that all coverage except for voluntary term life starts on the first day of the month after the employee's eligibility date AND completion of one calendar month of employment. Voluntary term life coverage requires completion of three calendar months of eligible employment. Partial months worked will not count toward the employment requirement.
- ☐ 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. Direct employee to the Medical Plan Document for information about SQEs and to respective voluntary benefit certificates of coverage for MidYear Enrollment Events.
- ☐ Advise that all new hire elections are fixed for the remainder of the calendar year in most cases. There will be a fall annual enrollment period in October during which changes in coverages and dependents can be made for the next calendar year, effective the following Jan. 1.

**INSURANCE PRODUCTS - ABC SHOULD DISCUSS ALL PRODUCTS AND PLACE A CHECK MARK BY EACH TO CONFIRM****Health Options — each allows a choice of carrier and network**

- ☐ Premier Preferred Provider Organization
- ☐ Standard PPO
- ☐ Consumer-driven Health Plan with a health savings account

**Life Options**

- ☐ Basic Term Life and Accidental Death and Dismemberment
- ☐ Voluntary Term Life
- ☐ Voluntary Accidental Death and Dismemberment

**Other**

- ☐ Dental — Prepaid and Preferred
- ☐ Vision — Basic and Expanded Plans
- ☐ Flexible Benefits
- ☐ Disability - Short Term and Long Term

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

- ☐ Provide Edison login, password and ESS instructions. ☐ Provide health, disability, dental, vision, life insurance and flexible benefits 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.
- ☐ Provide Basic Life Beneficiary Designation Application and Voluntary AD&D Insurance Application if the employee is not using ESS. Provide this navigational path to enter beneficiary information in Edison if the employee is using ESS: HCM>Benefits>Employee/Dependent Information>Life Insurance Beneficiaries. Any paper beneficiary designations, life insurance forms and enrollment applications must be signed and placed in the employee's insurance/personnel file even if refusing coverage.
- ☐ Confirm accurate contact information including email address and provide link to change contact information. BA/Partners for Health will communicate to member using contact information provided in Edison, including email address.
- ☐ Provide the Partners for Health URL, [tn.gov/partnersforhealth](http://tn.gov/partnersforhealth). Describe information located there, including vendor materials, plan document, legal notices, plan coverage, customer service page (emphasize search feature for network providers) with contact information for BA and vendor partners.
- ☐ Provide links to the following by giving employee the Attached Page 2:
- all online forms for health, dental, disability, vision, life, retirement, leave of absence, flexible benefits enrollment and reimbursement and miscellaneous forms and provide printed copies if requested
  - the voluntary term life insurance website
  - the New Hire Guide and HIPAA privacy notice or printed copies if requested
  - the Emotional Wellbeing Solutions and wellness program websites
  - flexible benefit reimbursement information
  - chart with monthly premiums, including employee deduction and employer contribution
  - 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 30day 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, life, disability, flexible benefits, wellness, The Tennessee Plan, Sick Leave Bank, 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, disability, vision, life, retirement, leave of absence, flexible benefits enrollment and reimbursement and miscellaneous
3. **Monthly Premium Charts** - <https://www.tn.gov/partnersforhealth/insurancepremiums.html>  
For health, life insurance, The Tennessee Plan, dental insurance, vision insurance and disability
4. **Voluntary Term Life Insurance** - <https://web1.lifebenefits.com/content/lifebenefits/tennessee/en.html>
5. **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, life, disability, The Tennessee Plan, Vision, Behavioral Health and HSA/FSA.
6. **Employee Assistance Program** <https://www.tn.gov/partnersforhealth/other-benefits/eap.html>
7. **Wellness program** <https://www.tn.gov/partnersforhealth/otherbenefits/wellnessprogram.html>
8. **Flexible benefit reimbursement information** <https://www.tn.gov/partnersforhealth/otherbenefits/flexiblebenefits.html>
9. **Summary of Benefits and Coverage** <https://www.tn.gov/partnersforhealth/summaryofbenefitsandcoverage.html>
10. **Marketplace Notice** <https://www.tn.gov/partnersforhealth/agency-benefits-coordinators/ppaca-documents.html>  
(Select the State Employee or the Higher Education Employees Required Federal Marketplace Notice)