



Benefits Changes

Medical Premiums & Network Costs	
Dental Premiums & Premium Coverage	
HSAs & FSAs	
Long-Term Disability & Wellness Vendor	





Communications Annual Enrollment

The Main Event & Your Ticket!	
Digital Newsletter & On Demand	
Promoting and Steps to make AE a hit	
Backstage Pass	
615.741.3590 800.253.9981 benefits.administration@tn.gov Monday-Friday, 8 a.m. to 4:30 p.m. CT Zendesk: benefitssupport.tn.gov/hc/en-us Live chat during business hours: Green "Help" button	facebook.com/ParTNersForHealthTN linkedin.com/company/tn-partners-for-health/ youtube.com/partnersforhealthtn
Voluntary Produ	ucts Overview





Knowledge Check
What are members encouraged to receive from their provider before receiving services?
Vision
Knowledge Check
With which vision plan are members are eligible to obtain an eye exam and lenses once every calendar year?
Life Insurance
Disability Changes
tn.gov/partnersforhealth > Publications > Publications > Disability Insurance
Shout Town Disability
Short-Term Disability
Long-Term Disability





Knowl	led	ge (Ch	ec	k:

What type of disability insurance and for which option will be covered at 100% by the state beginning 1/1/2024?

Life Insurance Changes

Basic Term/Basic AD&D

Knowledge Check:

Wayne's salary is \$60,000.

 $tn.gov/partners for health > Publications > Publications > Life \ Insurance$

Basic Term life coverage amount will be:AD&D coverage amount:	Basic Term life:AD&D:
Voluntary Term Life	
Beneficiaries	

What if his salary is \$255,000?

Knowledge Check:

Where can beneficiaries be updated?





Onboarding, Rehires, & Queries

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Knowledge Check:

The employee's Hire Date is 9/4. What is their eligibility and effective date?

The employee's Hire Date is 8/1. What is their eligibility and effective date?

Time and Date Calculator – timeanddate.com/date/dateadd.html

Onboarding Must Haves

ABC Checklist - https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/abc_checklist_st.pdf

New Hire Guide - https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2023_guide_st.pdf

Employee Change Application –

https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2022_forms/1043_2022.pdf

Enrolling in Benefits eForm

tn.gov/partnersforhealth > ABC webpage > Training > eForms

 $tn.gov/partners for health > ABC\ webpage > ABC\ Guides > How\ Edison\ Works$

Employee Self-Service

tn.gov/partnersforhealth > ABC webpage > Training > How to Enroll Using ESS

Updates & New Hires





The Query Tool

Deadlines & Administrative Errors

Practice Activity

You will be instructed to work through your assigned group practice question(s) during the designated practice time.

- 1. What's the first step of onboarding a new hire?
- 2. Where do you find it?
- 3. Where can you find a list of all the eligible dependents?
- 4. What documents are needed to cover a spouse?
- 5. How many days does the employee have to enroll in coverage? If they miss the deadline to enroll, do we give them additional time?
- 6. Give an example of when you should use the Admin Error Form.
- 7. What must be completed BEFORE coverage can begin?
- 8. John is hired at your agency on 10/1. What is his:
 - a. Hire date
 - b. Eligibility date
 - c. Last day to enroll in benefits
 - d. Effective Date
- 9. Lisa is hired at your agency on 10/16. What is her:
 - a. Hire date
 - b. Eligibility date
 - c. Last day to enroll in benefits
 - d. Effective Date
- 10. New employees joining your agency from a participating agency will be considered:

Retirement

Retirement Guide

tn.gov/partnersforhealth > ABC webpage > ABC Guides > Retirment Guide





Eligibility					
Knowledge Check: Mr. Johnson, 61, just got mark stepchildren that are 16 and 1	ried and he has been or			a new spouse and two	
The Tennessee Planessee Pl		T3CNNrmKMcs			
Knowledge Check: Mr. Thomas, 67, is looking to red to submit? Is he eligible	retire and wants to enro	oll on the TN Plan with UMR,	, dental, and vision cover	age. Which application will l	ne
Retiree Vision					
Retiree Dental					





Wellness/BHO/EAP

HERE4TN - https://here4tn.com

Billing

Direct Billing

Leave of Absence Forms

Continue Coverage – https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/1037.pdf

Suspend Coverage - https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/1036.pdf

Family Medical Leave - https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/1038.pdf

Knowledge Check:

Is re-enrollment automatic for someone who has suspended benefits while on a leave of absence?

External Calendar

tn.gov/partnersforhealth > ABC webpage > Edison Information

Worker's Compensation

Knowledge Check:

When is your agency's final bill confirmed?

Termination Dates





Special Qualifying Events & Enrollment Change Application

Acquire Events
Knowledge Check How many days do you have to submit a permanent Social Security number to BA?
Loss of Eligibility Events
Enrollment Change Application
Cancel Request

Knowledge Check

If an employee loses coverage, what do you need from them to enroll them into benefits?





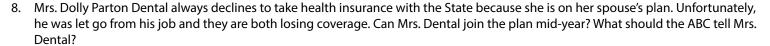
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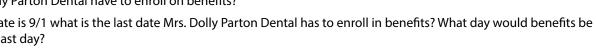
Practice Activity

Mr. Ray Charles Benefits signed up for single coverage health, dental, and no vision coverage during Annual enrollment in 2022. Now it is August, and he recently welcomed a new addition to the family. The child was born on Aug. 2.

- 1. Can Mr. Benefits add the newborn to coverage in the middle of the year?
- 2. If so, what do you as the ABC need to do?
- 3. Mr. Benefits would like to add his spouse and two other natural children. Can Mr. Benefits add everyone mid-year along with the newborn?
- 4. What documents would Mr. Benefits need to submit to add his additional dependents?
- 5. How should you submit this change for Mr. Benefits?
- 6. Since Mr. Benefits is adding a dependent, how long does he have to submit the enrollment?
- 7. What should Mr. Benefits do if he wants to cancel coverage mid-year? Where can you find this information?



- 9. How long does Mrs. Dolly Parton Dental have to enroll on benefits?
- 10. If the loss of coverage date is 9/1 what is the last date Mrs. Dolly Parton Dental has to enroll in benefits? What day would benefits be effective if we used the last day?





Partners for Health Website Review





Zendesk

Articles	and Searches		
Submitt	ing a Ticket		
Signing	in, Viewing your profi	le, & My activities	
Answer	Bot		