



**Employee Benefits Bureau/
Erisa Administrative Services, Inc.**

**State of NM
Group Benefits Plan
Plan Year Jan-Dec 2017**

Open/Switch Enrollment

Enrollment is optional for the following benefit plans:

- Medical/Pharmacy, Dental and Vision
 - Presbyterian HMO, BCBSNM HMO, and BCBSNM PPO
 - Employee's can switch carriers at this time
 - Anyone switching medical plans while receiving care for specified medical conditions should contact the new medical plan carrier for assistance in your transition
 - Delta Dental of New Mexico
 - Davis Vision - **NEW 7/1/2016**
- Disability
- Flexible Spending Accounts (FSA) – Commuter

Annual enrollment is required for the following benefits:

- Premium Only Plan (POP)- Pre/Post Tax deduction
- FSA - Health Care and Dependent Care

Benefit Plan Information

Some changes/enhancements to benefit plan designs

All information regarding these changes/enhancements will be provided during each Carrier's respective presentation.

- **No** changes to:
 - Dental
- **Some** changes/enhancements to:
 - Medical
 - Pharmacy
 - Vision

Premium Only Plan (POP)

- All employees are automatically enrolled in pre-tax premium deductions.
 - Employees **must** complete and submit the 2017 POP Waiver Form if post-tax deductions are desired.
 - Pop Waiver Form can be found at www.mybenefitsnm.com / 2016 Open Enrollment
 - LPBs - please see your employers HR office to determine if this program is offered.

Short Term/Long Term Disability (STD/LTD)

- Disability is added protection should you become ill and unable to work.
 - This benefit is for employee's only
 - Premium is paid 100% by the employee
 - Because this plan is non-contributory, employees can enroll at any time
 - STD pays-out 60% of the employee's salary
 - LTD pays-out 40% of the employee's salary
 - 28 day elimination period required before short term disability begins
 - Employees are required to pay 12 consecutive months of premium prior submitting a claim.
- The Disability Policy can be found at www.mybenefitsnm.com / Forms, Guidelines, and Policies

ENROLLMENT STEPS

STATE EMPLOYEES

- Access electronic enrollment form at www.mybenefitsnm.com under the “2016 Open Enrollment” link on the gold bar, between November 7 – 22, 2016
- If making any change *you must re-enter* all the elections and dependent information you wish to keep in effective January 1 thru December 31, 2017.
- Your changes/additions will be electronically submitted to Erisa if you complete and validate properly
- Before leaving the enrollment site, remember to print two (2) copies of the enrollment form; once for your records, and one to give to your Human Resource office

Enrollment Steps

STATE EMPLOYEES, Cont.

- Proof of dependency for *newly added dependents* must be faxed to Erisa, 505-244-6009.
 - It is preferred that the documents be sent on the same day as you submit your online enrollment form. However, November 22nd is deadline
 - Coverage will not be added without the proof of dependency. No exceptions will be made.

ENROLLMENT STEPS

LOCAL PUBLIC BODY EMPLOYEES

- Access enrollment forms at www.mybenefitsnm.com under the "2016 Open/Switch Enrollment" link on the gold bar between **October 4 thru October 27th??**
- If making any change *you must re-enter* all the elections and dependent information you wish to keep in effective January 1 thru December 31, 2017.
- Proof of dependency for *newly* added dependents must be accompany the enrollment form.
 - Coverage will not be added without the proof of dependency. No exceptions will be made.

IMPORTANT THINGS TO REMEMBER

- No exceptions will be made for late enrollment
- Remember to submit the required proof of dependency documents.
- All Open/Switch Enrollment forms and recorded carrier presentations can be found at:
www.mybenefitsnm.com under the “2016 Open/Switch Enrollment” link on the gold bar

EFFECTIVE DATES

- January 1, 2017 is the start of the new benefit plan year (Jan-Dec 2017). All deductibles & OOP amounts are reset/refreshed
- State employees: January 14, 2017 is when you will first see payroll deductions for any new changes you made
- LPB employees: please check with your HR Reps

REMINDER – to continue coverage of disabled dependents beyond their 26th birthday, you must complete & submit the required impairment paperwork.

Other Benefits

- Additional benefits offered under the State of New Mexico's Benefits Program:
 - The Stay Well Health Center
 - The Stay Well Wellness Program

The Stay Well Health Center

A NEW PATIENT EXPERIENCE



The Stay Well Health Center focuses on prevention and wellness while providing you and your covered dependents (age 2 & up) covered under the State's medical plan, quality care at **no cost**

- No need to meet deductible
- No co-pay
- No cost to medications dispensed through the facility

The Health Center is located next to the Joseph Montoya Bldg., at 1100 St. Francis Dr., Ste. 1000, Santa Fe, NM

Hours of Operation are: Mon-Friday 7:00am – 6:00pm, Open Saturday's from 8:00am – 12:00pm.

To schedule an appointment, call 505-827-2485

More information regarding the center can be found at www.mybenefitsnm.com / Stay Well Health Center (on the gold bar)

Stay Well Wellness Program



The wellness program is expanding. The new program will now be anchored by the Stay Well website that can be accessed at work by PC or by mobile device so that members can manage their individualized Health and Wellness Plan and utilize:

- **Nutrition/activity tracking**
- **Educational webinars**
- **Worksite biometric screenings**
- **Meal plans and fitness routines**
- **Access to personal health coach**
- **Current health information and resources**
- **Powerful and individualized health assessment**

The program is being offered to employees and their spouse/domestic partner covered under the State's medical plan.

Contact Information

Erisa Administrative Services

Toll Free: 1-855-618-1800

Local: (505) 244-6000

FAX: (505) 244-6009

Email: SONM@easitpa.com

Website: <https://www.mybenefitsnm.com>

QUESTIONS

