



ELIOT SPITZER
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

NY07-22
PA07-11
PE07-14

MEMORANDUM

TO: New York State Health Benefits Administrators
Participating Agency Health Benefits Administrators
Participating Employer Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Ordering 2007 Empire Plan Participating Provider Directories
DATE: June 29, 2007



2007 Empire Plan Participating Provider Directories

Because many enrollees prefer the frequently updated online Participating Provider Directory at www.cs.state.ny.us to the print version, directories will not be mailed automatically to the homes of active enrollees in Upstate and Downstate New York again this year. All Empire Plan active enrollees on NYBEAS as of 6/14/07 will receive a postcard at their homes in early July.

Active enrollees may request a Directory by returning the postage-paid postcard by August 15, 2007, which will have a barcode with the enrollee's address and code for the appropriate Directory embedded. The Directory will be mailed to the enrollee's home within 10-12 weeks. If the enrollee does not return the card, no directory will be sent.

New Hires and Transfers

When the 2007 directories are printed, we will send you an agency supply. Until then, you may request a 2007 directory for your Empire Plan new hires and transfers who were added to NYBEAS after June 14, 2007.

- You may give them a postcard to mail in for the 2007 book. (If you need more cards, please use the attached form.) Be sure to show them where they can find the frequently updated online directory on NYS Online.
- Use the form on HBA Online, in the Participating Provider Directory section, that allows you to FAX the enrollee's name in to be added to the list to receive a 2007 Empire Plan Participating Provider Directory in Fall 2007.

Agency Supply

We will send a memo outlining agency distribution, and you will receive a supply of major directories. You may order more of those on the list - or any other directory available on HBA Online - by returning the attachment to the memo.

Retirees will receive their directories automatically

NY/PE and PA retirees automatically will receive a Directory at their home address. When the 2007 directories are printed, we will send you a memo with additional information.

If you have questions about this distribution, please call the Communications Unit at 518-457-7577.

Thank you for your attention and assistance in this process.

Note: The Enrollment Listings were mailed to Health Benefit Administrators as an enclosure with this memo but are not posted on this site.