



STATE OF NEW YORK

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NY08-12

PA08-07

PE08-07

MEMORANDUM

TO: New York State Health Benefits Administrators;
Participating Agency Health Benefits Administrators;
Participating Employer Health Benefits Administrators
FROM: EBD Communications
SUBJECT: Ordering 2008 Empire Plan Participating Provider Directories
DATE: May 21, 2008

2008 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 May 1, 2008 will receive a postcard at their homes in May.

Active enrollees may request a Directory by returning the postage-paid postcard by June 30, 2008, 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 2008 directories are printed, we will send you an agency supply. Until then, you may request a 2008 directory for your Empire Plan new hires and transfers who were added to NYBEAS after May 1, 2008.

- Use the form on HBA Online, in the Publications & Forms section, under Empire Plan Provider Directory, that allows you to FAX the enrollee's name in to be added to the list to receive a 2008 Empire Plan Participating Provider Directory in late summer. We have attached a form for you to copy to get you started. If you don't have access to HBA Online, you may use this form all year to order a book for an individual employee. Or when you receive your agency supply, you can just give them a book, but be sure to tell them about the online search feature as they may prefer that option to a printed book.

Agency Supply

We will send a second 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 next memo.

Retirees will receive their directories automatically

NY/PE and PA retirees automatically will receive a Directory at their home address. When the 2008 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 assistance in this process.

Attachment