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PA08-17

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies
FROM: Employee Benefits Division
SUBJECT: *2009 Empire Plan At A Glance* with Copayment Cards and 2009 Drug List
DATE: November 26, 2008

We are pleased to announce the *2009 Empire Plan At A Glance* for Participating Agencies with The Empire Plan is at the printer and will soon be mailed to enrollees. The *At A Glance* is a useful guide to Plan benefits for new employees, conferences and health fairs. Encourage employees to use this guide together with their *Empire Plan Certificate*.

The *2009 Empire Plan At A Glance* publication will be mailed with a new 2009 Copayment (D) Card. As a result of NYSHIP benefit and copayment changes occurring on January 1, 2009, PA enrollees will be changing from copayment code A to D. They will receive a new identification card with this code on it in early December. The 2009 Empire Plan Flexible Formulary Drug List will also be included with the *At A Glance*.

Distribution

This publication will be mailed to enrollee homes in early December. We will send you, in separate shipments, a supply of the publication equal to 2 percent of your Empire Plan enrollment for new hires or for those enrollees changing their option to The Empire Plan. A dropshipment of the *At A Glance* enclosures will be delivered to agencies in early December. These publications will also be included in group-specific new hire and new retiree Empire Plan packages, which are only available to order on HBA Online.

Ordering Publications

You may order additional standalone copies of the *2009 Empire Plan At A Glance*, Copayment (D) Cards and the 2009 Empire Plan Flexible Formulary Drug List by using the Publications Supply Order Form enclosed with your shipments. Or, instead of faxing the form, you may order on HBA Online at www.cs.state.ny.us/ebdonline. Open Publications & Forms, then open NYSHIP Publication Order Forms and choose PA (Participating Agencies) with The Empire Plan. If you need help accessing HBA Online, please call the Help Desk or your processor.

If you are unsure of how to order publications, or if you have questions about this distribution, please call the Communications Unit at 518-457-7577.