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**PAEX 08-01**

## **MEMORANDUM**

**TO:** Health Benefits Administrators of Excelsior Plan Participating Agencies  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2009 *Excelsior Plan At A Glance* with the 2009 Preferred Drug List  
**DATE:** December 10, 2008

We are pleased to announce the 2009 *Excelsior Plan At A Glance*. *The Excelsior Plan At A Glance* is a useful guide to Plan benefits for new employees and health fairs. *The Excelsior Plan At A Glance* includes the 2009 Preferred Drug List for The Excelsior Plan.

### **Distribution**

This publication will be mailed to Excelsior Plan enrollee homes in mid-December. We will send you, in a separate shipment, a supply equal to 2 percent of Excelsior Plan enrollment for new hires or for those enrollees changing their option to The Excelsior Plan.

### **Please Disregard Memo PA 08-17**

During the transition from PA Core to The Excelsior Plan, you received HBA memo PA 08-17 about the 2009 *Empire Plan At A Glance*. We apologize for any confusion this may have caused and ask that you please disregard the memo. Your enrollees **did not** receive the 2009 *Empire At A Glance*. As stated above, they will receive the 2009 *Excelsior At A Glance* in the mail by mid-December. If you have any questions about what materials you should have on your shelves, please feel free to call the Communications Unit at the number below.

### **Ordering Publications**

You may order additional copies of the 2009 *Excelsior Plan At A Glance* with the 2009 Preferred Drug List by using the Publication Supply Order Form enclosed with your shipments. Or, instead of faxing the form, you may order on HBA Online. Open Publications & Forms, then open NYSHIP Publication Order Forms and choose the appropriate group. This publication will also be included in the new hire and new retiree packages for The Excelsior Plan, which are only available online. If you need help accessing HBA Online, please call the Help Desk or your processor.

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