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COMMISSIONER

**PAEX09-18**

### **MEMORANDUM**

**TO:** Health Benefits Administrators of Participating Agencies with The Excelsior Plan  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2010 *Excelsior Plan At A Glance*  
**DATE:** December 21, 2009

You will soon be receiving the 2010 *Excelsior Plan At A Glance*. Please recycle the January 1, 2009 *Excelsior Plan At A Glance* (EX0004) we previously sent, and replace it with this version (EX0008).

#### **Distribution**

This publication, including the 2010 Preferred Drug List, will be mailed to Excelsior Plan enrollee homes in December. We will send you, in a separate shipment, standalone supplies equal to 2 percent of Excelsior Plan enrollment for new hires or for those enrollees changing their option to The Excelsior Plan. These pieces are also included in the Excelsior Plan New Hire packages, available to order on HBA Online only.

#### **Ordering Publications**

You may order additional copies of the 2010 *Excelsior Plan At A Glance* on HBA Online. Open Publications & Forms, then open NYSHIP Publication Order Forms and choose the appropriate group. 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.