



STATE OF NEW YORK

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PA10-37

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies with The Empire Plan
FROM: Employee Benefits Division
SUBJECT: *2011 Empire Plan At A Glance* with 2011 Flexible Formulary
DATE: December 29, 2010

We are pleased to announce the 2011 *Empire Plan At A Glance* for Participating Agencies 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 and Amendments*.

The 2011 *Empire Plan At A Glance* publication will be mailed with the 2011 Empire Plan Flexible Formulary.

Distribution

This publication will be mailed to enrollee homes in early January. We will send you, in separate shipments, a supply of each publication equal to 2 percent of your Empire Plan enrollment for new hires or for those enrollees changing their option to The Empire Plan. Dropshipments of the *At A Glance* and the drug list enclosure will be delivered to agencies in late December and early January. These publications will also be included in PA Quick Order packages, which are only available to order on HBA Online.

Ordering Publications

You may order additional standalone copies of the 2011 *Empire Plan At A Glance* and the 2011 Empire Plan Flexible Formulary on HBA Online at <https://www.cs.state.ny.us/ebdonline>. Open Publications & Forms, select PA, then open NYSHIP Publication Order Forms with The Empire Plan. Or, you may use the Publications Supply Order Form enclosed with your shipments. Please wait until you receive your initial shipments before ordering more.

If you need assistance with your HBA Online registration or have forgotten your user ID and/or password, please contact the Department of Civil Service Help Desk at 1-800-HBA-EMS1 (800-422-3671). Please be prepared to leave your name, agency information and phone number so our Help Desk personnel may call you back.

If you have questions about NYSHIP benefits, please call your processor at the EBD HBA Help Line at 518-474-2780.

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.