



STATE OF NEW YORK

DAVID A. PATERSON
GOVERNOR

DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

PAEX10-36

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies with The Excelsior Plan
FROM: Employee Benefits Division
SUBJECT: *2011 Excelsior Plan At A Glance* with 2011 Three Tiered Preferred Drug list
DATE: December 29, 2010

We are pleased to announce the 2011 *Excelsior Plan At A Glance* for Participating Agencies with The Excelsior 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.

The *2011 Excelsior Plan At A Glance* publication will be mailed with the 2011 Three Tiered Preferred Drug list for The Excelsior Plan.

Distribution

This publication will be mailed to enrollee homes in early January. Separate 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 the PA Excelsior Quick Order packages, which are only available to order on HBA Online.

Ordering Publications

You may order additional standalone copies of the 2011 *Excelsior Plan At A Glance* and the 2011 Three Tiered Preferred Drug list for the Excelsior Plan on HBA Online at <https://www.cs.state.ny.us/ebdonline>. Open Publications & Forms, select PA Excelsior Plan, then open NYSHIP Publication Order Forms. 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.