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MEMORANDUM

TO: Participating Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: *New Reporting On Network Benefits*
DATE: April 22, 2011

We are pleased to announce that the new version of the publication *Reporting On Network Benefits* is at the printer and will be shipped to agencies soon. It includes valuable information about covered services within The Empire Plan's provider networks, finding a participating provider and also non-network benefits.

This version replaces the old version printed in July 2009. Please recycle any copies you may have of the old version.

Distribution

We will send five copies of this publication to each agency in late April. It will not be mailed to enrollees' homes, but will be included in the New Hire/New Retiree Quick Order Packages that are only available to order on HBA Online.

Publications available on our web site: <https://www.cs.state.ny.us>

Please check our web site for new publications. We generally post publications when we sign off for printing. This publication will be available on HBA Online under Publications & Forms and on NYSHIP Online. From the NYSHIP Online home page, click on Using Your Benefits and then Publications.

Ordering Publications

You may order additional copies of this publication on HBA Online [AL1031 RO Network Benefits/April 2011]. From the Department of Civil Service home page, <https://www.cs.state.ny.us>, select Benefit Programs from the left-hand navigation. Then click on HBA Online. Open Publications & Forms, then open NYSHIP Publication Order Forms. If you need help accessing HBA Online, please call your processor at the EBD Help Line at 518-474-2780. **Please wait until you receive your shipment before placing an order for more.**

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