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PAEX11-04

MEMORANDUM

TO: Participating Agency Health Benefits Administrators with The Excelsior Plan
FROM: Employee Benefits Division
SUBJECT: *New Reporting On HCAP*
DATE: March 22, 2011

We are pleased to announce that the new version of the publication *Reporting On HCAP* is at the printer and will be shipped to agencies soon.

This publication explains The Empire Plan Home Care Advocacy Program (HCAP) and is for enrollees who need home care services, durable medical equipment and certain supplies. It also includes important information about the Medicare Competitive Bidding Program for Medicare-primary enrollees.

Distribution

Five copies of this publication will be sent to each agency in late March. 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 this 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 can order additional copies of this publication on HBA Online [AL0973 RO HCAP/March 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.