



STATE OF NEW YORK

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PAEX11-20

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies with The Excelsior Plan
FROM: Employee Benefits Division
SUBJECT: *2012 Excelsior Plan At A Glance* with 2012 Three-Tiered Preferred Drug list
DATE: December 27, 2011

We are pleased to announce the 2012 *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 the Plan benefits for new employees, new retirees, conferences and health fairs.

The 2012 *Excelsior Plan At A Glance* publication will be mailed with the 2012 Three-Tiered Preferred Drug list for The Excelsior Plan and a new copayment card for 2012.

Distribution

This publication will be mailed to enrollee homes in late December. A dropshipment of the *At A Glance*, the drug list enclosure and the copayment cards will be delivered to agencies in late December or 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 2012 *Excelsior Plan At A Glance* and the enclosures on HBA Online at <https://www.cs.ny.gov/ebdonline>. Open Publications & Forms, select PA and open NYSHIP Publication Order Forms, then PA with The Excelsior 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.