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**NY12-13**  
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## MEMORANDUM

**TO:** New York State Agency Health Benefits Administrators;  
Participating Employer Health Benefits Administrators;  
Participating Agency Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** New *Reporting On Prescription Drugs* (March 2012)  
**DATE:** April 13, 2012

We are pleased to announce the newly revised *Reporting On Prescription Drugs* (March 2012) is at the printer and will soon be shipped to agencies. It replaces the January 2011 version and includes valuable information about The Empire Plan Prescription Drug Program. Please recycle any old copies of the January 2011 version when you receive your shipment. *Reporting On Prescription Drugs* applies to Empire Plan enrollees with Empire Plan Prescription drug coverage.

### Distribution

Five copies of this publication will be sent to each agency in mid April. We are not mailing this publication to enrollees at this time.

### Publications available on our web site: <https://www.cs.ny.gov>

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. Select Using Your Benefits, then Publications.

### Ordering Publications

You may order additional copies of *Reporting On Prescription Drugs* [RO EP Rx/March 2012; AL1108] on HBA Online. If you do not have access to HBA Online, please call the EBD HBA Help Line at 518-474-2780.

Note: New Hire & New Retiree packages, available only as a "Quick Order" on HBA Online, will include *Reporting On Prescription Drugs* and the mail service order form and envelope.

### Please wait until you receive your shipment before you place an order.

If you need help accessing HBA Online, please call the Civil Service Help Desk at 1-800-422-3671 or 518-457-5406. Call the EBD Help Line at 518-474-2780 with questions about NYSHIP benefits.

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