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**NY12-18**  
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**PAEX12-11**

### MEMORANDUM

**TO:** New York State Health Benefits Administrators; Participating Employer Health Benefits Administrators; Participating Agency Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** *New Reporting On Network Benefits*  
**DATE:** November 14, 2012

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 updates the April 2011 version. Please recycle any copies you may have of this version.

#### **Distribution**

We will send five copies of this publication to each agency in late November. 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.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. From the NYSHIP Online homepage, click on Using Your Benefits and then Publications.

#### **Ordering Publications**

You may order additional copies of this publication by ordering on HBA Online [AL1174 RO Network Benefits/October 2012] under Publications & Forms. 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 have a back order of the April 2011 publication, we will fill it with the new version. Please do not place another order until the first one is received.**

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