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## MEMORANDUM

**TO:** New York State Agency Health Benefits Administrators; Health Benefit Administrators of Participating Employers  
**FROM:** Employee Benefits Division  
**SUBJECT:** *2013 Empire Plan At A Glance*  
**DATE:** December 18, 2012

We are pleased to announce the 2013 *Empire Plan At A Glances* are at the printer and will soon be mailed to enrollees in the following groups: APSU, Council 82, Courts, CSEA, DC-37, M/C; Legislature, NYSCOPBA, PBA Supervisors and Troopers, PE, PEF, PIA, UUP and NY/PE Retirees. The *At A Glance* is a useful guide to the Plan benefits for new employees, new retirees, conferences and health fairs. Encourage employees to use this guide together with their *Empire Plan Certificate and Amendments*.

The 2013 Empire Plan Flexible Formulary Drug List will be included with each of the *At A Glance* mailings. The 2013 Empire Plan Preventive Care Coverage Chart, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements, will be included with the versions for non-grandfathered groups only; APSU, Council 82, Courts, CSEA, M/C; Legislature, NYSCOPBA, PE, PEF and NY/PE Retiree.

### Distribution

These publications will be mailed to active and retired enrollee homes in late December. We will send you, in separate shipments, a small supply of each publication for your NYSHIP population. *The materials are group-specific, making it important for you to review the contents of the shipment carefully.* Dropshipments of the drug list and the Preventive Care Chart enclosures were already shipped to agencies. These publications will also be included in Empire Plan Quick Order packages, which are only available to order on HBA Online.

### Ordering Publications

You may order additional standalone copies of the 2013 *Empire Plan At A Glance*, the 2012 Empire Plan Flexible Formulary and the 2013 Empire Plan Preventive Care Coverage Chart on HBA Online at <https://www.cs.ny.gov/ebdonline>. Open Publications & Forms and make your selection, then open NYSHIP Publication Order Forms and choose the appropriate group. Please wait until you receive your initial shipment of a particular version 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.