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**PA12-23**

## **MEMORANDUM**

**TO:** Health Benefits Administrators of Participating Agencies with The Empire Plan  
**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 Glance* for Participating Agencies 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. Encourage employees to use this guide together with their *Empire Plan Certificate and Amendments*.

The 2013 *Empire Plan At A Glance* publication will be mailed with the 2013 Empire Plan Flexible Formulary and the 2013 Empire Plan Preventive Care Coverage Chart, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements.

### **Distribution**

The *At A Glance* publication and enclosures will be mailed first class to enrollee homes in late December. We will also send you a small supply of the *At A Glance* in a separate shipment in late December. Dropshipments of the 2013 Empire Plan Flexible Formulary and the 2013 Empire Plan Preventive Care Coverage Chart enclosures were already shipped to agencies for your Empire Plan enrollment for new hires or retirees. These publications will also be included in PA 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 2013 Empire Plan Flexible Formulary and 2013 Empire Plan Preventive Care Coverage Chart 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 Empire Plan. Please wait until you receive your initial shipment 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.