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DEPARTMENT OF CIVIL SERVICE
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JERRY BOONE
COMMISSIONER

PAEX12-21

MEMORANDUM

TO: Health Benefits Administrators of Participating Agencies with The Excelsior Plan
FROM: Employee Benefits Division
SUBJECT: *2013 Excelsior Plan At A Glance*
DATE: December 18, 2012

We are pleased to announce the 2013 *Excelsior 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.

The 2013 *Excelsior Plan At A Glance* publication will be mailed with the 2013 Three-Tiered Preferred Drug Reference Guide and the 2013 Preventive Care Coverage Chart, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements.

Distribution

This publication will be mailed first class to enrollee homes in late December. A dropshipment of the *At A Glance* will be delivered to agencies in late December. The 2013 Three-Tiered Preferred Drug Reference Guide and the 2013 Preventive Care Coverage Chart were already shipped to agencies for your Excelsior Plan enrollment for new hires or retirees. 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 2013 *Excelsior Plan At A Glance*, the 2013 Three-Tiered Preferred Drug Reference Guide and the 2013 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 Excelsior Plan. 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.



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