



ANDREW M. CUOMO
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239
www.cs.ny.gov

JERRY BOONE
COMMISSIONER

SEHP12-12

MEMORANDUM

TO: Student Employee Health Plan (SEHP) Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: *2013 SEHP Summary of Benefits* with 2013 Flexible Formulary
DATE: December 18, 2012

We are pleased to announce the 2013 *SEHP Summary of Benefits* is at the printer and will soon be mailed to enrollees.

The 2013 Flexible Formulary will be included with the 2013 *SEHP Summary of Benefits* mailings to homes.

Distribution

These publications will be mailed to enrollee homes in late December. We will send you a small supply of this publication and the 2013 Flexible Formulary was mailed earlier. These publications will also be included in SEHP Quick Order packages, which are only available to order on HBA Online.

Ordering Publications

You may order additional standalone copies of the 2013 *SEHP Summary of Benefits* [NY1029] and the 2013 Flexible Formulary on HBA Online at <https://www.cs.ny.gov/ebdonline>. Select Publications & Forms and choose NY, then open NYSHIP Publication Order Forms and click SEHP. 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.