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TO: New York State Health Benefits Administrators;
Participating Employer Health Benefits Administrators;
Student Employee Health Plan (SEHP) Health Benefits Administrators;
Participating Agency Health Benefits Administrators with The Empire Plan;
Participating Agency Health Benefits Administrators with The Excelsior Plan

FROM: Employee Benefits Division

SUBJECT: January 2014 At A Glance

DATE: December 18, 2013

We are pleased to announce the publication of the January 2014 *At A Glance*. The *At A Glance* is a guide to the Plan benefits. Encourage employees to use this guide together with their *Empire Plan Certificate* and *Amendments* and *Empire Plan Reports*.

The *2014 Empire Plan Flexible Formulary Drug List* will be included with each of the *At A Glance* mailings (Excelsior Plan enrollees will receive the *2014 Formulary Drug List* for the Excelsior Plan). The *2014 Empire Plan Preventive Care Coverage Chart*, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements, will be included for non-grandfathered groups only: APSU, Council 82, CSEA, M/C; Legislature, NYSCOPBA, NY/PE Retiree, PA Empire Plan, PA Excelsior Plan, PE, PEF, UCS, UUP. The Excelsior Plan *At A Glance* will also include a new copay card.

Distribution

We will mail the *At A Glance* to enrollee homes in December. The file for this mailing was pulled from NYBEAS on December 5, so any enrollee not on NYBEAS as of this date should be provided with a copy. We will send a supply equal to 1% of your agency enrollment to you for new employees or retirees. See below for specific ordering information.

We will send a separate mailing of the *Preventive Care Coverage Chart*, *Empire Plan Flexible Formulary Drug List*, *Excelsior Formulary Drug List*, and Excelsior copayment card in one shipment to agencies.

Publications Available on Our Web Site: <https://www.cs.ny.gov>

Please check our web site for new publications. We generally post publications when we sign off for printing. Go to the Department of Civil Service web site at <https://www.cs.ny.gov> and choose Benefit Programs, then NYSHIP Online and select your group, if prompted. Publications are available under Using Your Benefits.

Ordering Publications

You may order additional copies of the *At A Glance* on HBA Online under Publications & Forms. This publication is included in the Quick Order packages, which are only available to order on HBA Online. (They can be mailed directly to the enrollee's home.) **Please wait until you receive your shipment of the new publications before you place an order.**

If you need help accessing HBA Online, please call the GGC Service Desk at Civil Service at 1-800-HBAEMS1. Call the HBA Help Line at 518-474-2780 with questions about information in the *At A Glance*. If you are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.