



Department of Civil Service

ANDREW M. CUOMO
Governor

The New York State Health Insurance Program (NYSHIP) for Employees of Participating Agencies

Welcome to the New York State Health Insurance Program (NYSHIP). As a new employee, or an employee newly eligible for health insurance, there are some important things you should know:

- Your employer may offer coverage under either The Empire Plan or the Excelsior Plan. Both plans provide medical, hospital, mental health and substance abuse and prescription drug benefits.
- Federal Health Care Reform requires that a *Summary of Benefits and Coverage* be available for The Empire Plan and The Excelsior Plan. You may view a copy of the *Summary of Benefits and Coverage* for the NYSHIP plan you are eligible for or enrolled in at <https://www.cs.ny.gov/sbc>. Or, if you do not have internet access, you may call 1-877-7-NYSHIP (1-877-769-7447) and choose the Medical Program to request a copy.
- Your Health Benefits Administrator (HBA) – usually located in your agency's personnel office – is the person you should contact to make any changes to your health insurance coverage. For example, if you need to add or remove a dependent, update your address, change your health insurance option, or if you have any questions about your coverage, contact your HBA.
- Check NYSHIP Online at <https://www.cs.ny.gov>, the New York State Department of Civil Service web site, for updates and information, including new publications, your prescription drug list, benefit changes and to find a participating provider.