



## Department of Civil Service

ANDREW M. CUOMO  
Governor

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PE16-25  
PA16-19  
PAEX16-19  
SEHP16-14

### MEMORANDUM

**TO:** Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** January 2017 *At A Glance*  
**DATE:** December 13, 2016

We are pleased to announce the publication of the January 2017 *At A Glance*. The *At A Glance* is a summary guide to Empire Plan benefits. Encourage employees to use this guide together with their *Empire Plan Certificate*, *Certificate Amendments* and *Empire Plan Reports*.

The *2017 Empire Plan Flexible Formulary Drug List* is included with the *At A Glance* that will be mailed to enrollee homes (Excelsior Plan enrollees will receive the *2017 Excelsior Plan Drug List*). The *2017 Empire Plan Preventive Care Coverage Chart*, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements, is included for all groups. Inserts containing information on *Out-of-Network Reimbursement Disclosures* related to the Emergency Medical Services and Surprise Bills law and a required Nondiscrimination Notice are also enclosed in the version mailed to enrollees.

#### **Distribution**

We will mail the *At A Glance* to enrollee homes in early 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 shipment of the *Preventive Care Coverage Chart*, *Empire Plan Flexible Formulary Drug List* or *Excelsior Formulary Drug List*, and *Out-of-Network Reimbursements Disclosures* in one shipment to agencies. Note: The Nondiscrimination Notice will not be shipped to agencies, nor will it be available to order.

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

Please check our web site for new publications. We generally post publications when we sign off for printing. Publications are available under Using Your Benefits.

**Ordering Publications**

You may order additional copies of the *At A Glance* and the other *At A Glance* inserts 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, contact the ITS Service Desk at 844-891-1786, [fixit@its.ny.gov](mailto:fixit@its.ny.gov) or via chat at <https://chat.its.ny.gov>. 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.