



## Department of Civil Service

ANDREW M. CUOMO  
Governor  
LOLA W. BRABHAM  
Acting Commissioner

PE 19-21  
PA 19-14

### MEMORANDUM

**TO:** Health Benefits Administrators of Participating Agencies (PAs) and Participating Employers (PEs)  
**FROM:** Employee Benefits Division  
**SUBJECT:** January 2020 *At A Glance*  
**DATE:** December 13, 2019

We are pleased to announce the publication of the January 2020 *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 2020 *Empire Plan Advanced Flexible Formulary Drug List* is included with the *At A Glance* that will be mailed to enrollee homes. The 2020 *Empire Plan Preventive Care Coverage Chart*, a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements, is included for both 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 December. The file for this mailing was pulled from NYBEAS on November 29, 2019, so any enrollee not on NYBEAS as of this date should be provided with a copy. We will send a supply of two copies to you for new employees or retirees. See below for specific ordering information.

We will send a combined shipment of the *Preventive Care Coverage Chart* and *Out-of-Network Reimbursement Disclosures*. The appropriate drug lists will also ship separately to agencies. **Note:** The Nondiscrimination Notice will not be shipped to agencies, nor will it be available to order.

#### Publications Available on Our Website: [www.cs.ny.gov/employee-benefits](http://www.cs.ny.gov/employee-benefits)

Please check our website 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.