



## Department of Civil Service

KATHY HOCHUL  
Governor

TIMOTHY R. HOGUES  
Commissioner

PAEX 22-13

### MEMORANDUM

**TO:** Health Benefits Administrators of Participating Agencies with the  
Excelsior Plan  
**FROM:** Employee Benefits Division  
**SUBJECT:** January 2023 *At A Glance*  
**DATE:** December 1, 2022

We are pleased to announce the publication of the January 2023 *At A Glance*. The *At A Glance* is a summary guide to Excelsior Plan benefits. Encourage employees to use this guide together with their *Empire Plan Reports*.

The mailed version of the *At A Glance* will again include several additional publications. The *2023 Excelsior Plan Preferred Drug List* includes the most commonly prescribed generic and brand name drugs and newly excluded drugs with list alternatives. The *2023 Empire Plan Preventive Care Coverage Guide* includes a summary of current federal Patient Protection and Affordable Care Act (PPACA) coverage requirements, and information and resources on preventive versus routine or diagnostic services. Inserts containing information on *Out-of-Network Reimbursement Disclosures* related to the Emergency Medical Services and Surprise Bills law and a required Nondiscrimination Notice will also be enclosed.

#### Distribution

We will mail the *At A Glance* to enrollee homes in December. The file for this mailing was pulled from NYBEAS on November 23, 2022, 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 separate shipment of the *Preventive Care Coverage Guide* and the *Out-of-Network Reimbursement Disclosures* publications. The *Excelsior Plan Preferred Drug List* will also be shipped separately. **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 as well as the inserts are also 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.