



Department of  
Civil Service

KATHY HOCHUL  
Governor

TIMOTHY R. HOGUES  
Commissioner

PE 23-15  
PA 23-13

## MEMORANDUM

**TO:** Health Benefits Administrators of Participating Agencies (PAs) and Participating Employers (PEs) with The Empire Plan  
**FROM:** Employee Benefits Division  
**SUBJECT:** January 2024 *At A Glance*  
**DATE:** December 1, 2023

We are pleased to announce the publication of the January 2024 *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 mailed version of the *At A Glance* will again include several additional publications. The *2024 Empire Plan Advanced Flexible Formulary Drug List* includes the most commonly prescribed generic and brand-name drugs along with any excluded drugs with formulary alternatives. The *2024 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 11, 2023, 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 Guide* and *Out-of-Network Reimbursement Disclosures*. The 2024 drug list 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 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.