



PA24-04
PAEX24-04
PE24-02

MEMORANDUM

TO: Health Benefits Administrators (HBAs) of NYSHIP Participating Employers (PEs) and Participating Agencies (PAs) with The Empire Plan or The Excelsior Plan
FROM: Employee Benefits Division
SUBJECT: Reminder: Mandatory Federal Premium Reporting Requirement, Plan Year 2023
DATE: March 27, 2024

As part of the Consolidated Appropriations Act, the federal government has established an **annual** requirement that all health insurance issuers, employer-based health plans, and other group health plans report the average monthly premium paid by employers and the average monthly premium paid by all employees. These reporting requirements are outlined in the Prescription Drug Data Collection (RxDC) Reporting Instructions published by the Centers for Medicare and Medicaid Services (CMS).

To meet this federal requirement, the Department of Civil Service must collect premium contribution information from Participating Agencies (PAs) and Participating Employers (PE). To facilitate this data collection the Employee Benefits Division has created a dedicated page in NYBEAS where agencies must enter their total annual employee contributions for **plan year 2023**.

This survey is mandatory for all NYSHIP PAs and PEs and must be completed on or before Monday, April 1, 2024.

Complete instructions for using the Federal Premium Reporting page in NYBEAS are provided in HBA Memo PE24-01/PA24-02/PAEX24-02.

Please note this is an annual federal reporting requirement. Agencies will be expected to report the Total Annual Enrollee share on an annual basis.

If you have any questions, please contact the HBA Help Line at (518) 474-2780.