2017 Health and Other Enrollment Tips

Hire Date and Benefits Effective Date ________________ Return Forms By ______________________

- Use the New Employee Benefits Enrollment Checklist as your guide. Your employee ID number is also located here.
  - For more benefits coverage information, visit: wmich.edu/hr/employees; select your employee group; select Benefits details; select Health care benefits; under Summary of benefits and coverage, select Summary of Benefits and Coverage effective Jan 1, 2017 or Vision Care Coverage Plan Benefits-at-a-Glance effective Jan 1, 2017, if applicable.
  - To locate in-network providers, go to the following websites: Medical: bcbsm.com; Dental: bcbsm.com/bluedental; Vision: vsp.com.

- Health Plan, if applicable
  - Complete Health Insurance Enrollment and Change Form; sign waiver if not enrolling.
  - When enrolling dependents, provide copy of marriage license, birth certificate, DEI, etc.
  - Sign Notice of Special Enrollment Form.

- Life Insurance, if applicable
  - Complete Life Insurance Enrollment and Change Form.
  - If you are eligible and elect coverage for your spouse and/or dependents, complete Dependent Life Insurance Enrollment and Change Form.
  - Sign waiver section if not enrolling.

- Long Term Disability Insurance, if applicable
  - Complete Long Term Disability Insurance Enrollment and Change Form.
  - Sign waiver section if not enrolling.

- Flexible Spending Accounts
  - Complete BASIC Flex Form and elect Medical Reimbursement and/or Dependent Care Account.
  - Sign waiver section if not enrolling.

- Submit Health and other benefit plan forms to Human Resources staff:
  - Meet with HR staff member and ask questions:
    - 1300 Seibert Administration Building located at 1903 West Michigan Avenue.
    - Walk-in Monday through Friday, 8:00 am – 5:00 pm.; no appointment necessary.
    - HR Representative will review completed and signed enrollment forms.

- Western Wellness
  - Qualify for a reduction in your health care premiums by enrolling in the Western Wellness program and meeting program participation requirements.
  - Visit the website for wellness program options: wmich.edu/wellness/