FORMS AND APPLICATIONS For OPEN ENROLLMENT 2013

Please Print this Page Prior to Clicking on Links

This section provides you with links to the necessary applications/forms that you must complete to enroll in the health, dental and/or life insurance plans. You need to complete an application if you are new to the plan and/or, making changes or applying to increase your supplemental life insurance by more than one level. Information is also included if you are adding or deleting dependents to your plan(s). If you are not changing any benefit carriers or plans, you do not have to complete any additional forms.

Healthcare Plan comparisons can be found on the Human Resources' web site at http://cms.skidmore.edu/hr/benefits/benefitsprograminfo.cfm

Open enrollment closes on November 30, 2012. All required applications and forms must be completed and received by Human Resources no later than December 3, 2012. Otherwise, your changes cannot be completed for 2013.

HEALTH CARE PLANS

Skidmore College PPO Plan (Blue Shield of Northeastern New York)

A copy of the Plan can be found at the Human Resources' web site at: http://cms.skidmore.edu/hr/benefits/benefitsprograminfo.cfm. Please note that plan changes, if any, have not yet been included in the Plan document but are reflected on the healthcare comparison sheet as well as detailed in your open enrollment letter.

Please be sure to update your election on the online enrollment system prior to completing the online enrollment form.

To complete the online enrollment form for this plan, click on the following link: www.bsneny.com and input the following information:

- Choose Member in the drop down menu
- Input "Username": **GE00961391**
- Input "Password": **Skidmore11**
- Click on "Login"
- Next click on Eservices, New Enrollment, Begin enrollment
- Next input the following information: Effective date 01/01/2013; Application Reason Open Enrollment; Subgroup ID –
 Active; Class ID Traditional Blue PPO 898
- Continue to next page and input your identifying information and add eligible dependents
- Click on submit at the end and your application will then be forwarded to Human Resources for review and approval

If you are a current member and wish to delete or add a dependent, click on http://bsneny.com/, choose **Members**, and input your user ID and your password. If you do not have a password, you can register at this step. Follow the steps for adding or deleting a dependent. Human Resources will receive notification from Blue Shield that this was done.

If you are currently enrolled, and wish to remain in your current plan with the same dependents covered, you do not have to do anything.

MVP Health Plan

A copy of this Plan can be obtained in Human Resources. Before completing this application, you will need to know if your doctor is participating in this Plan. You may review participating physicians at www.mvphealthcare.com and select the member tab. At the top right, click provider search, select HMO as your product, and Saratoga County (or whichever county you are looking at) from the map. A list of participating physicians will be displayed or you may query for your own physician.

- To enroll in MVP, login to www.joinmvp.com
- Click "Online Enrollment" (at bottom of page)
- Enter Group ID Number as 211119, then click on the "Click Here To Log On" button
- Click on drop down box for medical enrollment and
- Click "submit"
- Input your identifying information in the system
- Click "submit" upon completion

Once you complete the online form, it will be forwarded to Human Resources for approval.

If you are a current member and wish to delete a dependent, please remove the dependent from Skidmore's Benefits Enrollment System and send an email to jwood1@skidmore.edu or dspokows@skidmore.edu with the dependent's name and reason why they are being removed.

If you are currently enrolled, and wish to remain in your current plan with the same dependents covered, you do not have to do anything.

Capital District Physicians' Healthcare Plan (CDPHP)

A copy of this Plan can be obtained in Human Resources. If you wish to enroll in CDPHP, the enrollment form must be downloaded from their website, printed and returned to Human Resources in Barrett Center by the close of open enrollment.

A copy of the application can be found at: http://www.cdphp.com/images/Brokers/CDPHN Employee Application ASO.pdf. You may fill out on line, then print it out, sign it and deliver the completed form to Human Resources by December 3, 2012. To find participating physicians in this plan, click on the following link: http://cdphp.com/ and follow the link for Find-A-Doc. Input the Plan as "HMO."

If you are a current member and wish to delete a dependent, please remove the dependent from Skidmore's Benefits Enrollment System, complete the above form with those dependents you wish to cover. Human Resources must receive the completed form by December 3, 2012We also request that you send an email to jwood1@skidmore.edu or dspokows@skidmore.edu with the dependent's name and reason why they are being removed.

If you are currently enrolled, and wish to remain in your current plan with the same dependents covered, you do not have to do anything.

DENTAL PLANS

Delta Dental

The enrollment form for Delta Dental must be downloaded, printed and returned to Human Resources in Barrett Center by the close of open enrollment. The following is the link for both Plan A and Plan B: http://cms.skidmore.edu/hr/benefits/upload/Delta-Dental-Enrollment-Form.pdf
This form can be used for a new application, change from Plan A to Plan B (or vice versa), or add or remove a dependent.

If you are currently enrolled, and wish to remain in your current plan with the same dependents covered, you do not have to do anything.

LIFE INSURANCE

First Reliance Standard Life Insurance Company

If you are electing Dependent Life Insurance for the first time, or are applying to increase your current Supplemental Life Insurance by more than one level, you must complete and submit an Evidence of Insurability (EOI) to Human Resources by the close of open enrollment. The insurance company does have right of refusal. To download the form, click on the following link: http://cms.skidmore.edu/hr/benefits/upload/LifeInsuranceEvidenceofInsurabilityForm.pdf

Again this year, employees who were eligible but did not apply for the supplemental life insurance in the past, can elect \$50,000 supplemental life insurance coverage without completing an EOI.

HR: 01.2013