



BENEFIT DIRECTIONS

NEW YORK MEDICAL COLLEGE

HUMAN RESOURCES

Valhalla, NY 10595

TO: FULL-TIME EMPLOYEES (NON-1199 CBU)
PART-TIME EMPLOYEES (NON-1199 CBU) – Scheduled to work >17.5 hours
TEMPORARY FULL-TIME FELLOWS

FROM: THERESA GELCHIE
DIRECTOR – HUMAN RESOURCES

DATE: November 2011

SUBJECT: 2012 OPEN ENROLLMENT

The 2012 Open Enrollment is currently in progress and will continue through December 15, 2011.

You can print any form required to make a change or enroll in the medical, dental, vision, or flexible spending account plans. Simply scroll down to the end of this letter and select the items you wish to view or print.

WHAT'S NEW IN 2012?

The Oxford HMO is being replaced by Oxford's Exclusive Provider Organization (EPO) effective January 1, 2012. The new EPO Liberty Network allows members to see specialists in the network without a referral from their primary care physician. Members will also have access to the UnitedChoicePlus network when traveling outside the tri-state area (NY/NJ/CT). An Oxford benefit summary is included on the Open Enrollment website.

For more information, Oxford members can call 1-800-444-6222. Non-members considering Oxford can call 1-800-760-4566.

In addition, the salary bands that determine employee contributions to the Empire Care Plus and Oxford medical plans have been expanded. The highest salary band is changing from the current \$140,000 and above to \$220,000 and above, and two new bands are being introduced at \$140,000 to \$179,999 and \$180,000 to \$219,999.

If you are currently enrolled in the Empire Care Plus or Oxford medical plans or one of the MetLife dental plans, and you do not wish to make any changes in 2012 no enrollment forms are required!

Please note that enrollment forms are required if you decide to enroll in the Flexible Spending Accounts and/or the Vision Plan.

2012 MEDICAL PLAN OPTIONS

EMPIRE CARE PLUS PPO PLAN
OXFORD EPO (LIBERTY NETWORK)

2012 DENTAL PLAN OPTIONS

METLIFE ASSISTANCE PLAN
METLIFE ENHANCED PLAN

***2012 VISION PLAN OPTION**

OUTLOOK VISION SERVICES

*** **2012 FLEXIBLE SPENDING ACCOUNT OPTIONS**

DEPENDENT CARE ACCOUNT
HEALTH CARE ACCOUNT

*** You must re-enroll each year!**

**** Regular Full-Time Employees only (non-1199 CBU)**

HOW CAN I GET MORE INFORMATION ABOUT THE PLANS BEING OFFERED?

NYMC Benefits Representatives

914-594-4562

914-594-4427

914-594-4563

Customer Service Numbers

Empire (PPO)

1-800-934-7703

Oxford EPO

1-800-444-6222 (Current Members)

1-800-760-4566 (Non-Members)

MetLife Dental Plans

1-800-942-0854

Outlook Vision

1-800-342-7188

IF I AM NOT CURRENTLY ENROLLED, HOW DO I ENROLL IN THE EMPIRE CARE PLUS OR METLIFE DENTAL PLANS?

- 1) Print and complete the online Master Enrollment Form.
- 2) Print and complete the online Empire or MetLife Dental Plan Enrollment Form.
- 3) Return all forms to NYMC, Human Resources Department, Administration Building, Valhalla, NY 10595. **Attention: Open Enrollment 2012.**

HOW CAN I FIND OUT IF MY DOCTOR PARTICIPATES IN THE EMPIRE CARE PLUS PLAN?

Call Empire Customer Service at 1-800-934-7703

Use the Empire website: www.empireblue.com

HOW DO I FIND OUT IF MY DENTIST PARTICIPATES IN THE METLIFE PREFERRED DENTIST PROGRAM?

Call MetLife at 1-800-474-7371

Use the MetLife Website: www.metlife.com/dental

IF I AM NOT CURRENTLY ENROLLED, HOW DO I ENROLL IN THE OXFORD EPO?

- 1) Print and complete the online Master Enrollment Form.
- 2) Print and complete the online Oxford EPO Enrollment Form.
- 3) Return both forms to NYMC, Human Resources Department, Administration Building, Valhalla, NY 10595. **Attention: Open Enrollment 2012.**

HOW DO I ENROLL IN THE FLEXIBLE SPENDING ACCOUNT PLAN?

- 1) Print and complete the online FSA Enrollment Form.
- 2) Return the enrollment form to NYMC, Human Resources Department, Administration Building, Valhalla, NY 10595. **Attention: Open Enrollment 2012.**

HOW DO I ENROLL IN THE OUTLOOK VISION PLAN?

- 1) Print and complete the online Master Enrollment Form.
- 2) Return the enrollment form to NYMC, Human Resources Department, Administration Building, Valhalla, NY 10595. **Attention: Open Enrollment 2012.**

DEADLINE:

Please note: Deadline for all enrollments/changes is December 15, 2011. All changes become effective on January 1, 2012.

WHAT'S NEXT.....

If you are currently enrolled in one of the medical and/or dental plans, and you do not wish to make any changes in 2012, **no action is required!! However, you must re-enroll each year in the Flexible Spending Account Plans and the Vision Plan.**

If you change medical plans, several weeks after enrollment you will receive an ID card for the plan you choose. No ID card is issued for the dental plans. Your new coverage becomes effective on January 1, 2012.

PLEASE NOTE THE DEADLINE FOR SUBMISSION OF 2011 MEDICAL, DENTAL AND FLEXIBLE SPENDING ACCOUNT PLAN CLAIMS IS MARCH 31, 2012!

ITEMS AVAILABLE ONLINE

- 1) 2012 Open Enrollment Letter
- 2) 2012 Rate Chart – Regular Full-Time (RFT)
- 3) 2012 Rate Chart – Regular Part-Time (RPT)
- 4) CVS/Caremark Preferred Drug List
- 5) Empire Care Plus PPO Plan Summary
- 6) Empire Enrollment Form (Notice of Election)
- 7) Empire Toolbox
- 8) Flexible Spending Account (FSA) Enrollment Form
- 9) Flexible Spending Account (FSA) Guides
- 10) Master Enrollment Form
- 11) MetLife Dental Plan Enrollment Form
- 12) MetLife Dental Plan Highlights – Assistance & Enhanced
- 13) MetLife Dental Plan Summary
- 14) Outlook Vision Brochure
- 15) Outlook Vision Services
- 16) Oxford Addition/Termination/Change Form
- 17) Oxford EPO Benefit Summary
- 18) Oxford Enrollment Form