

COORDINATOR'S CORNER

KEHP Information for Insurance Coordinators is brought to you by the Department of Employee Insurance.



Introducing the new State Wellness Specialist



Tracie Meyer was hired in mid March 2009 as a State Wellness Specialist. She will be assisting Stephanie Marshall in implementing the Journey to Wellness program throughout the Commonwealth of Kentucky. Tracie studied at the University of Louisville and received both a Bachelor of Arts in Fine Art/Printmaking and a Master of Arts Degree in Art Therapy. Her interest in wellness has been a huge part of her success as a behavioral health therapist over the past 18 years. This interest led her to treat the whole person, not just the problems for which individuals sought help. Tracie's personal belief is: "We have one body in life and we need to treat ourselves well to make the journey the most fulfilling and longest lasting as possible."

Virgin HEALTHMILES

Virgin HealthMiles is offering members the \$150 rewards package at no additional cost for one year if they enroll before September 30, 2009.

Other reward packages at greatly reduced prices are as follows:

- \$300 HEALTHCASH - (\$9.99/mo) ~ \$3.00/mo. for a limited time! **
- \$500 HEALTHCASH - (\$12.99/mo) ~ \$6.00/mo. for a limited time! **

TO JOIN VIRGIN HEALTHMILES:

For employees enrolled in the KEHP: www.virginhealthmiles.com/kehpemployees

For adult dependents of employees enrolled in the KEHP: www.virginhealthmiles.com/kehpendependents

For those who have waived the KEHP: www.virginhealthmiles.com/kehpfriends *

Virgin HealthMiles Customer Service ~ 1-888-852-6898

*(Additional fees apply; not eligible for the monthly drawings)

**Prices do not include \$1.50/mo. pedometer fee for employees and \$2.50/mo. pedometer fee for adult dependents **



New Quasi Groups as of June

Effective June 1, 2009

Co#96679-
Lyon Co. Public Library
261 Commerce St
PO Box 546
Eddyville, KY 42038
Ph#270-388-7720
Fax#270-388-7735
Contact: Romona Engler
(LyonLib@breezedata.net)

Effective August 1, 2009

Co#96681-
City of Coal Run Village
81 Church St.
Pikeville, KY 41501
Ph#606-437-6032
Fax# 606-437-6032
Contact: Debra Tackett
(cityofcoalrun@att.net)

Effective June 16, 2009

Co# 36645
Dept. for Business Development
500 Mero St. Rm 2130
Capital Plaza Tower
Frankfort, KY 4061
Ph# 502-564-5337
Fax#502-564-3256
Contact: Stacey McClellan
(Stacey.McClellan@ky.gov)

Effective July 1, 2009

Co # 96680 -
City of Taylorsville
PO Box 279
Taylorsville, KY 40071
Ph# 502-477-3235 ext.101
Fax# 502-477-1310
Contact: Roxann Thompson
(rthompson@taylorsvillewater.org)

Effective July 1, 2009

Co# 96682-
Wolfe Co. Fiscal Court
PO Box429
Campton, KY 41301
PH# 606-668-6690
Fax# 606-668-3367
Contact: Rebecca Long
(wolfecome@yahoo.com)

36637 and 36639 have been replaced by the company number 36645

SOMETHING TO THINK ABOUT:

*"Work keeps at bay three great evils: boredom, vice, need."
Voltaire*

*"The only place SUCCESS comes before WORK is in the dictionary."
Unknown Author*

STAR
INSURANCE
COORDINATORS
AND NOMINEES

Nominee: Sabrena Hockensmith

"I would like to nominate Sabrena Hockensmith as a Star Coordinator. Sabrena is the Insurance Coordinator for the Education and Workforce Development Cabinet. Sabrena is always working diligently as our Health Insurance Coordinator. When a new employee is hired she explains the Health Insurance programs during orientation very effectively and efficiently. The employee is always aware of his/her options and deadlines. Sabrena stays on top of each of our employee's health insurance deductions to make sure none have fallen behind during Qualifying Events or employee sickness. During Open Enrollment she works way beyond her normal day to ensure that all of our employees are enrolled. She's our 'star'."

~Sandra Douglas

Reminders...

Supporting Documentation

- For loss of other coverage-it is required that the member's name and date that the insurance terminates is listed on the supporting documentation. Due to the HIPAA Special Enrollment Right, a member can add dependent(s) without showing loss of coverage if they meet the KEHP eligibility rules.
- For gaining other coverage-it is required that the effective date and ALL dependent(s) are listed on the supporting documentation.

Guidelines for Terminations and Summer Transfers

Guidelines for terminations and summer transfers were outlined in IC Memorandum 09-10. Insurance Coordinators can locate this memo on the KEHP Web site under "Insurance Coordinators forms" or click <http://personnel.ky.gov/dei/09planyear/inscoord.htm>.

Guidelines for Leave

Without Pay (LWOP)

Guidelines for Leave without Pay (LWOP) procedures were outlined in IC Memorandum 08-09. Insurance Coordinators can locate this memo on the KEHP Web site under "Insurance Coordinators forms" or click: <http://personnel.ky.gov/dei/09planyear/inscoord.htm>.

Email Confirmations

- The GHI email confirmations to the Insurance Coordinators are no longer being generated. Insurance Coordinators must log onto the Web Enrollment System to review GHI emails by their company number. Instructions for the Web Enrollment system are as follows:
 1. Log in to the Web Enrollment System.
 2. Go to IC Functions.
 3. Click on "View GHI Emails by Company."
 4. Choose the Action Month.
 5. If you are the IC for multiple companies, choose a company.
 6. Click on the "List Emails" button.
 7. The list of email notices is displayed. The list can be sorted using the blue headers at the top of each column.

Forms and Faxes

- When sending any forms or applications via fax or mail, use all updated forms and applications. Updated copies are located on the Personnel Cabinet's Web site.
- Please verify that all necessary information, including signatures, is included on the updated forms or application. Incomplete information may lead to delays in processing.
- If there are any changes in Insurance Coordinators or Associate Insurance Coordinators, notify Teresa Shipley and fax the Insurance Verification form promptly. Please fax to 502-564-6595.

Medicaid and KCHIP

- There is a **NEW** enrollment period for **Loss of Coverage** under Medicaid or KCHIP. As of April 1, 2009, QE forms may be signed up to 60 days after the QE date. (This does not include Medicare recipients.)
- The Medicaid Eligibility/Termination Form is required when there has been a gaining or losing of Medicaid and KCHIP. The member completes the Parent/Guardian name, Social Security Number, address, the effective/termination date of coverage, including the dependents names and the Social Security numbers of all individuals gaining or losing coverage. Do NOT complete the reason for termination of coverage. The Medicaid office must complete that section of the form. In order for the form to be faxed back to the IC, the IC and member must sign the release at the bottom of the form. Please fax the MET form to the attention of **Debbie Keith**, Division of Medicaid Services, at 502-564-2228. Contact **Kimberly Dennis**, Enrollment Information Branch, at 502-564-1205 if you encounter problems getting the form completed or getting it returned to you.

New Hire vs. Transfer

- Please ensure that new-hired employees are not an actual transfer. In order to avoid delays in processing, ask the employee if they are transferring from another agency. If the new employee is a transfer, **promptly** contact the previous agency and coordinate effective dates.

FAQs

Q1. When does FSA/HRA or Dependent Care FSA stop if the member is terminated?

A1. If a member terms employment 6/12/09 Medical, FSA/Dependent care FSA, and HRA all term 6/12/09. For Summer Transfers, see IC Memo 09-10.

Q2. Can you use Medical FSA for Dental and Vision?

A2. Yes, Dental and Vision can be reimbursed with Medical FSA and HRA money but member MUST submit substantiation

Q3. If you pay teachers two checks in June, the first check would be for June's premium and the second would be for July's premium. If we have someone transfer out, where would the August premium come from? If we have someone transfer in, their first check would be in August and would or could pay for August's premium. The LWOP memo states that the new district wouldn't pick up the employee's health insurance until September. Why wouldn't it be picked up in August since it is current month billing now?

A3. The School Boards we met with indicated they cut their first paychecks in September, not August. Your school may do things differently. If they know their employee is transferring to another district, and they know the summer premiums needs to be paid in full, they need to work together with the other district, just like they have always done, to ensure money is deducted for the summer months. We can do some adjusting on this end to help match the money to the actual School Board that made the payment.

Q4. The Summer Transfer Memo deals only with retirees who stop with the district 6/30/09 and retire 7/1/09. What about retirees who retire 8/1/09? Can we deduct extra and cover through 7/31/09?

A4. Yes, it's ok to deduct and cover through July 31st. We verified this with DEI billing and with KTRS.

Q5. On page 3 of the Summer Transfer Memo, if an employee was not set up as a summer transfer and should have been, three effective date options exist. The first is to back up coverage to the hire date with new agency although hire dates are not the 1st of the month. Is this alright?

A5. Yes, it is okay. This was verified with DEI billing and tested in the GHI enrollment system. Web Enrollment will not handle this. The update form with proper information (per memo) must be sent to DEI.

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****Please lend us your suggestions and viewpoints at pers.icviewpoint@ky.gov****

