



Kentucky Personnel Cabinet
501 High Street
Frankfort, KY



IC Memorandum 12-43

TO: KEHP/KGLI Insurance Coordinators and Billing Liaisons

FROM: Department of Employee Insurance – Kentucky Employees’ Health Plan
Kentucky Group Life Insurance

SUBJECT: Coaching Centers

DATE: **November 26, 2012**

The Department of Employee Insurance and Kentucky Group Life Insurance are pleased to once again offer the opportunity for Insurance Coordinators and Billing Liaisons to come to Frankfort for KHRIS Coaching Centers.

On selected Tuesdays and Thursdays, the Department of Employee Insurance and Kentucky Group Life Insurance staff will be available to assist you with processing health, life, FSA & HRA benefits in KHRIS as well as answer questions regarding your bill.

Staff members are available on the following dates:

December 11, 2012	February 14, 2013
December 13, 2012	March 12, 2013
January 8, 2013	March 14, 2013
January 10, 2013	April 9, 2013
February 12, 2013	April 11, 2013

All coaching centers will be held from 8:30 until 12:30 Eastern Time.

There are appointments available for five (5) agencies at each Coaching Center. While each agency can bring multiple ICs or Billing Liaisons, you are limited to two (2) workstations.

In order to maximize the value of coaching centers, please bring your health, life, FSA & HRA benefit processing workload with you. If you attend the Coaching Center, you must have the necessary KHRIS user access. If you do not currently have that access, please contact Lulu Cisse at 502-564-5494.

To schedule your appointment for a coaching center, please contact Stephanie May at 502-564-5530 or Julie Bassett at 502-564-1455.