

For Congregation Presidents, Treasurers and Board Members

To: Congregation President, Treasurer and Board Members

From: UUA Health Insurance Plan Office

Date: June 7, 2007

Re: UUA Health Plan – A reminder about enrollment opportunities, and news about our new and improved billing service

We have been receiving inquiries in the Health Plan Office about mid-year availability of the UUA Health Plan. Many congregations face health insurance issues as they approach annual meetings, prepare budgets, hire new staff, or receive their health plan renewal notices. We want to accommodate as many congregations as we can.

Whether or not your congregation is participating in the UUA Health Plan, please read this section about how your congregation can add members or join the plan before the next open enrollment:

Enrollment is open at any time for new hires, for newly added dependents, for people whose hours have increased so that they meet the 1000 hours-per-year threshold, and for people who have lost coverage they had through a spouse. **Other situations in which we can allow unrestricted enrollment with no pre-existing conditions are:**

1. If a congregation does not renew an existing group plan. Requires documentation of the renewal terms. The open enrollment period is the 30 days prior to the renewal date.
2. If benefits or rates change for an individual plan or for coverage under a spouse/partner's plan. Requires documentation of the changes. The open enrollment period is the 30 days prior to the plan change date.
3. At the start of a congregation's new fiscal year, with a new or increased contribution toward health insurance. Requires documentation of fiscal year and funding increase. The open enrollment period is the 30 days prior to the start of the new fiscal year, but we will extend that period if your congregation's vote is after the beginning of your fiscal year.
4. If the congregation votes to make coverage available for the first time and contribute to the cost, or votes to increase contributions. Requires documentation of the vote. The open enrollment period is the 30 days prior to the start of new or increased contributions.

For Congregations already participating in the UUA Health Plan

With the June Health Plan invoices, we included information about the new billing service that will go live when we send out the July invoices. Please make sure that the people responsible for processing invoices read and understand the new system. We have contracted with Highmark Blue Cross Blue Shield subsidiary eBDS to handle all of our Health Plan billing from July 2007 forward. Here at the UUA, we will continue to process June invoices and collect payments until all prior balances have been closed out.



How do congregations benefit from this change? In many ways:

- We can get invoices to you quicker; many of you have told us that you want adequate lead time to make it easier for (mostly) volunteer staffs to process payments. With our new system, we will be able to send out bills by the middle of the prior month, giving staff more than three weeks before the premium due date.
- We can now offer automated premium payment and online billing services that we could not offer before. (Of course, we'll still be able to accept paper checks; the only change will be the invoice format and the return address.)
- You will have the ability to view your current account status, including current coverage status online.
- We will now have a direct connection between the billing files and the eligibility files, so information will always be current when you call in.
- Our eBDS partner will offer a dedicated customer service line to help you with billing issues.

As always, we'll be available in the Health Plan Office to answer any questions you might have. Call Jim Sargent, Director of the UUA Health Plan, at 617 948-6405.

We hope to see many of you at General Assembly in Portland, Oregon later this month. We'll have:

- a table set up during Ministry Days for any minister who wants to stop by
- a booth in the display area
- We'll be doing a Health Plan User's Meeting workshop at 10:45 on Thursday, June 21 (currently set for Room F151, but always check your GA guide for latest updates).

Yours in health and community,

Jim Sargent, Ralph Mero, Joyce Stewart

