

# Benefits Coach

FOR LAKELAND HEALTH TEAM MEMBERS

Fall 2017

## What's New for 2018?

### Medical Plan Premiums

The employee premiums have increased slightly for 2018 as our health care costs continue to rise. Lakeland continues to pay approximately 90% of your health care expenses. Great news for Lakeland Medical Practice team members, they will transition to the hospital medical premium schedule beginning in 2018. The new premium schedule is as follows:

Coverage Category	Employee Premiums Traditional Plan (Per Pay Period)		Employee Premiums High Deductible Health Plan (Per Pay Period)	
	2017	2018	2017	2018
Employee Only	\$81	<b>\$85</b>	\$64	<b>\$64</b>
Employee + 1 Child	\$113	<b>\$120</b>	\$79	<b>\$79</b>
Employee + Spouse	\$138	<b>\$145</b>	\$104	<b>\$104</b>
Employee + Children	\$180	<b>\$190</b>	\$98	<b>\$98</b>
Family	\$205	<b>\$215</b>	\$123	<b>\$123</b>

- No change in premiums for the High Deductible Plan
- Co-insurance and out of pocket maximums will remain the same as in 2017
- Dental and vision premiums will remain the same as in 2017
- Office visit co-pay remains at \$30
- Telehealth benefit added with no co-pay

### Dental Plan

Preventive services will no longer apply toward the annual dental benefit maximum. This means that the cost of preventive procedures such as cleanings and X-rays will not be subtracted from the maximum so you have more dental benefit to use. We recognize the importance of dental health and this change will positively impact our team members. Remember, dental preventive services are covered at 100%. You should use a dentist in the network for the best benefit.

### myHealth Program/Wellness Incentive

If you are enrolled in the Lakeland Health medical plan, you are eligible to participate in the voluntary myHealth program.

#### What are the program requirements?

##### Tier 1

1. Know your numbers. Your biometrics were submitted prior to **May 31, 2017**
2. You have a MyChart account
3. You've completed the Advanced Care Planning education by **October 31, 2017**

##### Tier 2

1. Meet the Biometrics Targets or complete appropriate Alternate Satisfaction Activities by October 31, 2017.
2. You complete the Tobacco Free Attestation by October 31, 2017. This states that you are tobacco free (no tobacco use for the last four months) or that you have completed the Lakeland Smoke Free program.
3. The Tobacco Free Attestation must be completed every year.

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## How much is the incentive?

Coverage Category	2018 Wellness Incentive			
	Associate		Spouse	
	Associate Met Tier 1 Requirements	Associate Met Tier 1 & Tier 2 Requirements	Spouse Met Tier 1 Requirements	Spouse Met Tier 1 & Tier 2 Requirements
Employee Only	\$12	\$50	n/a	n/a
Employee + 1 Child	\$12	\$50	n/a	n/a
Employee + Spouse	\$12	\$50	\$6	\$25
Employee + Children	\$12	\$50	n/a	n/a
Family	\$12	\$50	\$6	\$25

All associates and spouses covered under the Lakeland medical benefit plan are eligible to participate. Associate and spouse qualify separately for the myHealth program wellness incentive.

## Prescription Drug Plan

Prescription drugs are vital to preventing and treating illness. In addition, prescription drugs help us avoid costly medical problems down the road. For that reason, we wanted to make prescription drugs more affordable for you while continuing to absorb ever increasing prescription drug costs.

Despite the continued rise in prescription drug cost, we have made changes to the prescription drug plan for 2018 that will positively impact most of our team members as the maximum has been significantly reduced for a number of prescription types as outlined in the chart below.

The out-of-pocket maximum of \$3,350 for single coverage and \$6,200 for family coverage for prescription drug expenses is separate from the medical out-of-pocket maximum with the Traditional Plan.

Prescription Type	2018 Prescription Drug Plan Overview		
	Lakeland Pharmacy		Non Lakeland Pharmacies
	30 Day Supply	90 Day Supply	30 Day Supply Only
Generic	15% Cost of Rx - Max \$100 (was \$400)	15% Cost of Rx - Max \$200 (was \$600)	30% Cost of Rx - Max \$400
Preferred Brand	25% Cost of Rx - Max \$200 (was \$400)	25% Cost of Rx - Max \$600	35% Cost of Rx - Max \$400
Non-Preferred Brand	35% Cost of Rx - Max \$300 (was \$400)	35% Cost of Rx - Max \$600	35% Cost of Rx - Max \$400
Specialty	35% Cost of Rx - Max \$400	Not Available	Not Available
<b>Rx Out of Pocket Maximum-Traditional Plan: \$3,350-single \$6,200-2 person/family</b>			

## Life Insurance

The maximum life insurance benefit between the basic life plan and the supplemental life insurance has been increased from \$500,000 to \$1 million dollars. Any life insurance purchase over \$400,000 or if you are increasing your life insurance amount for 2018, requires the completion of an evidence of insurability form which will be sent directly to you.

## Beneficiaries

While we are talking about life insurance, now is a great time to update your beneficiaries. You should select both primary and contingent beneficiaries. Contingent beneficiaries will inherit if the primary beneficiaries precede you in death. Without living beneficiaries, your assets may be transferred to your estate and state law determines who receives it. Here is how to update your beneficiaries in Employee Self Service (ESS):

1. Log into API Employee Self Service as you would to view your pay stub/enroll in benefits
2. Click on the EMPLOYEE tab and Choose Personal Contacts. A list of your personal contacts will display showing if they are an Emergency Contact/Beneficiary/Dependent.
3. If you need to update a name on the list, simply highlight their name and select EDIT. Make your changes and click SAVE in the upper right corner.
4. If you need to add a name, click on ADD. Complete the information on this screen and click on SAVE.

Once your beneficiaries are listed under personal contacts, you must then link them to your life insurance plan(s) during Open Enrollment.

## Need help choosing your benefits?

No problem! Talk to Alex. He will help you select the best benefit plans for you and your family.

# HOW alex<sup>®</sup> WORKS

ALEX<sup>®</sup> is an online tool that will help you select the best benefit plan for you and your family. When you talk to ALEX he'll ask you a few questions about your health care needs, crunch some numbers, and point out what makes the most sense for you. And anything you tell ALEX remains anonymous, so don't be afraid to really let loose about that weird tooth thing.

### How long will this take?

Most users spend about 7 minutes with ALEX, but it really just depends how much guidance you'd like. And ALEX can save your place, so you can leave to get some peanut brittle and then pick up right where you left off.

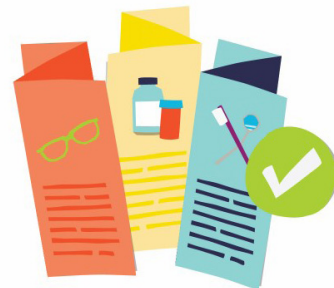
### How should I prepare?

You don't need to do much of anything.

ALEX will ask you to estimate what type of medical care you might need this year (doctors visits, surgeries, ER visits, prescriptions, etc.), so you may want to tally those up and talk to your family about their needs, but ALEX can also help you come up with some estimates.

### How does ALEX know what plan is best for me?

ALEX takes the amount each plan would cost you out of your paycheck (your premium) and adds that to the amount it would cost for the services you said you might use. Then he'll recommend the least expensive plan for your needs.



### Can I use ALEX on my phone?

Oh yeah. ALEX is optimized for any device you've got.

### Can I trust ALEX with my secrets?

Yes! Your ALEX experience is totally private. He doesn't maintain personal info or submit it back to your employer (or anyone else), so it's completely anonymous.

## Meet ALEX at

<https://www.myalex.com/lakelandhealth/2018>

## 401(k) Auto Enrollment

Because we care about your financial health and preparation for retirement, Lakeland will be auto-enrolling full time and regular part time team members that are not currently contributing to the 401(k) Plan. The contribution amount will be 4% of your bi-weekly pay which will allow you to receive Lakeland's matching contribution. There will be advance notification along with the ability to opt out if you choose.

## Paid Time Off (PTO) Purchase Program

Full time associates may purchase additional PTO (up to 80 hours per year) and pay for it over 26 pay periods. You must complete the PTO Purchase Authorization form (available on the benefits center) and send to Human Resources by December 15, 2017. Team members will continue to have the opportunity to cash out up to 40 hours of PTO per year by completing a Pay in Lieu of Time Off form.

# Open Enrollment Frequently Asked Questions

## **I am adding my family to the health plan for the first time in 2018. What information do I need to provide?**

When adding a dependent for the first time, you will need to provide verification that your spouse and children are your dependents. This can be a marriage license for a spouse or copies of your children's birth certificates. A copy of the first page of your tax return (with financial information blacked out) could also be used to provide proof for both spouse and children. The information can be faxed to Human Resources at (269) 982-4971 or emailed to Sheryl Paloucek, Benefits Coordinator at [spaloucek@lakelandhealth.org](mailto:spaloucek@lakelandhealth.org).

## **I have a High Deductible Health Plan and a Health Savings Account. Can I elect a Flexible Spending Account (FSA)?**

Yes, however you can only use your FSA for dental and vision expenses. Any medical expense reimbursement must come out of your HSA.

## **Can my spouse be covered on my health plan in 2018?**

If he/she is eligible for coverage through his/her employer, he/she is not eligible to be covered on the medical plan. You may cover him/her on the dental and vision plan, however. It is Lakeland's position that all employers should share in the responsibility for health care costs. Financial responsibility should not be borne by one employer.

## **My child is turning age 19 during 2018. What benefits can I keep for my child?**

- You may keep your child on the medical plan until the age of 26.
- If your child is not a full-time student, you must remove him/her from the dental and vision plans. Coverage would end the date your child turns 19.
- If your child is a full-time student, you may keep him/her on the dental and vision plans until age 25.

## **My child attends school out of state. What happens if he/she needs medical treatment while away at school?**

Services should be provided at Lakeland when possible, but occasionally a child that is away at college will need medical attention. If this occurs, you will need to complete an Extended Network Referral form. The completion of the form is necessary so we can track the out of network service so the claim is paid appropriately. If it is determined that extensive/ongoing care may be needed, your child will be re-directed back to Lakeland for additional medical treatment. Please be aware that wellness/preventive care will not be covered out of network, so it is important to schedule these visits when your child is home on school breaks.

## **I was recently hired at Lakeland and already completed my benefits enrollment. Do I have to do it again?**

As a new hire, you completed enrollment for the remainder of the current year. You will need to enroll for benefits in 2018 if you need to make changes to what you previously elected or if you want to participate in a Flexible Spending Account in 2018.

## **I want to purchase additional life insurance during open enrollment. What do I need to know?**

You will need to complete Evidence of Insurability (EOI) otherwise known as proof of good health. This means you will be required to provide medical information, which may include medical records and a physical exam (at your expense), that will be reviewed and approved by the insurance company (Principal Life Insurance) before coverage becomes effective. If you do not enroll in supplemental life, dependent life, and disability plans during the first 30 days of becoming benefit eligible, and decide to increase your coverage at a later date, EOI will be required. This includes any buy up in coverage. The types of optional coverage that may require EOI are the Life and Long Term Disability plans. If you decide to elect additional life insurance, a "Statement of Health" form will be emailed to you shortly after the close of open enrollment.

## **Are there any age restrictions on the life and long term disability benefits?**

If you are planning to work beyond the age of 65, it is important to note that your life insurance coverage will change from the original amount as follows:

- **Age 65:** 65% of the original amount
- **Age 70:** 40% of original amount
- **Age 75:** 25% of original amount

## Long Term Disability Maximum Benefit Payment Period

### Members Age on the Date Disability Begins

### Months of the Benefit Payment Period

- Before age 65 Greater of 36 months or to Social Security normal retirement age
- 65 – 67 24 months
- 68 – 69 18 months
- 70 – 71 15 months
- 72 and over 12 months

### When will I be able to use my flex debit card in 2018?

The flex debit card is normally loaded with your 2018 election by the 3rd week in January. If you need to use your flexible spending account prior to the debit card being loaded, it is best to file a paper claim form. The form is located on the Benefits Center under Forms and Other details.

### When will I receive my insurance ID card?

New ID cards will be issued to only those associates that are new to the medical/dental plan in 2018. You should expect to receive your card by the end of January. If you need verification of benefit coverage before you receive your ID card, please see your Benefit Coordinator in Human Resources.

## Is a Health Savings Account and/or Flexible Spending Account Right for You?

Consider these tax-advantage accounts to help cover your out-of-pocket expenses now and in the future.

**Health Savings Account (HSA):** If you participate in the High Deductible Health Plan (HDHP) you have access to a powerful tool that can help you pay for qualified medical expenses today and long into the future. An HSA is designed to help you pay for current medical expenses, and, because you keep any balance you don't use from year to year, it can also help you save for health care costs in retirement. Contributions, investment gains, and withdrawals for qualified medical expenses are all tax free. If you change jobs, you can keep your HSA and continue to contribute as long as you enroll in another High Deductible Health Plan.

HSA Contribution Limit	2018
Individual	\$3,450
Family	\$6,900

**Flexible Spending Account (FSA):** There are three types of FSA's to consider, all of which allow you to set aside money before taxes for eligible expenses.

- **Dependent Care FSA:** Helps pay for day care expenses for your child while you work
- **Health Care FSA:** Used for qualified medical expenses
- **Limited Purpose FSA:** Used for vision and dental expenses only if you are participating in an HSA.

FSA Contribution Limit	2018
Health Care FSA	\$2,600
Dependent Care FSA	\$5,000



# Benefits 2018 Open Enrollment Information

## When is Open Enrollment?

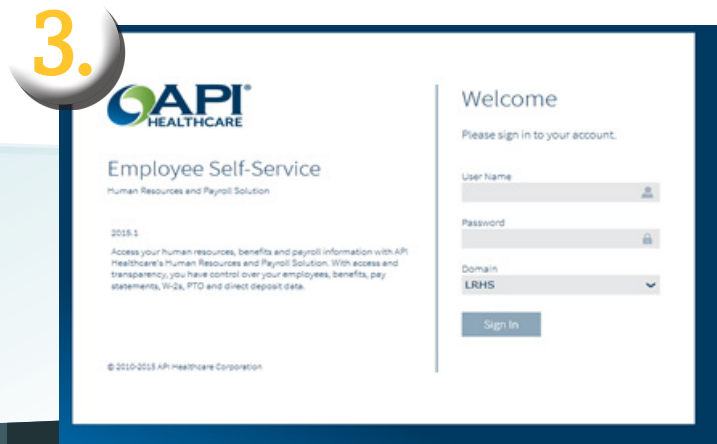
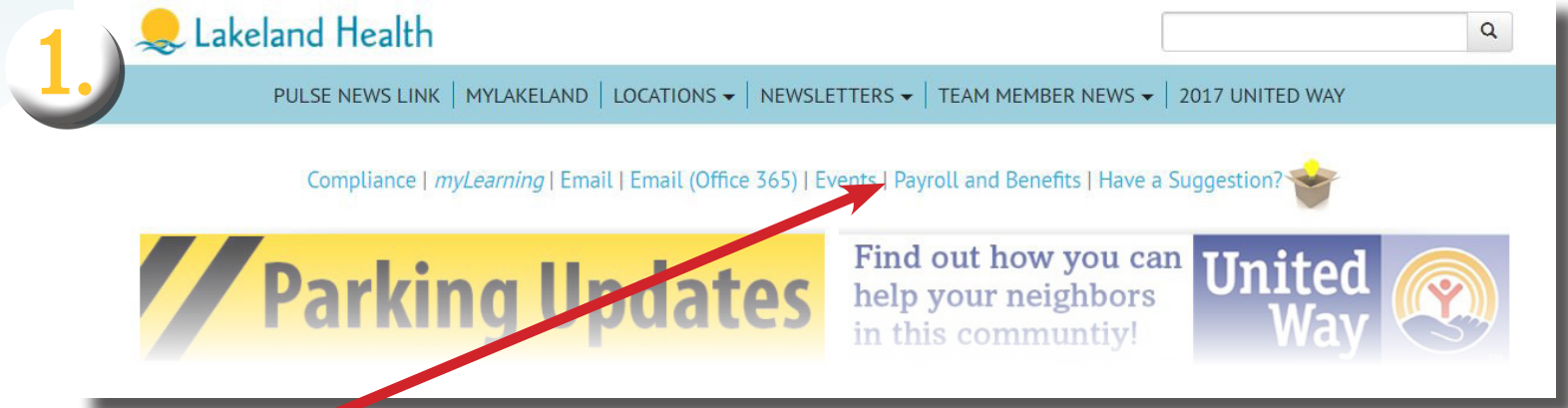
Monday, October 30 through Friday, November 10, 2017

## What am I required to do?

- If you want to elect or renew your flexible spending account – MUST ENROLL
- If you want to make changes to your benefits in 2018 – MUST ENROLL
- If you want to keep your benefits the same as 2017 – DO NOTHING

## Where do I go to enroll for my 2018 Benefits?

1. Visit [www.lakelandhealth.org/pulsenewslink](http://www.lakelandhealth.org/pulsenewslink)
2. Click on Payroll and Benefits tab
3. Log in to Employee Self Service to begin your benefits enrollment.
4. After logging in, click on the "BENEFITS" tab at the top of the page and choose Benefit Plans.
5. Click on "ENROLL."



## Who should I contact if I have questions or need help?

You can contact a Benefit Coordinator who will be glad to assist you:

### **Sheryl Paloucek**

(269) 687-1860

[spaloucek@lakelandhealth.org](mailto:spaloucek@lakelandhealth.org)

### **Bobbi Mai**

(269) 687-1469

[dmai@lakelandhealth.org](mailto:dmai@lakelandhealth.org)