HIGHER EDUCATION
NEW EMPLOYEE ORIENTATION
ENROLLMENT AND INSURANCE BENEFITS

Jan. 1 – Dec. 31, 2022
General Information

You are employed by the University of Tennessee and
You are insured by the State of Tennessee.

The State makes all the decisions about coverage, premiums and management of plans

- Your Department pays about 80% of the medical insurance monthly premium for employees and dependents. This covers medical, behavioral health and pharmacy services.
- IMPORTANT: Some decisions can only be made, without health questions, during your new hire period. Please be aware of all the options available to you and make informed decisions, in a timely manner (within your 30 day window).
- Always submit questions and paperwork to your Agency Benefits Coordinator (ABC)

tn.gov/PartnersForHealth
Visit the ParTNers for Health website at www.tn.gov/PartnersForHealth. You’ll find information about all the benefits described in this presentation.

You’ll also find:

- Link to educational Videos on the homepage to learn about your benefits and what everything means.
- Premium charts on the Premiums webpage
- A health plan benefits comparison grid is on the Health webpage.
- Definitions, insurance terms and frequently asked questions

tn.gov/PartnersForHealth
For detailed information, refer to the Eligibility and Enrollment Guide (below) found online under Publications.
Who is Eligible for Coverage?

**Employees**
- Full-time employees regularly scheduled to work at least 30 hours per week

**Dependents**
If you enroll in health, vision or dental coverage, you may also enroll your eligible dependents:
- Spouse (legally married)
- Natural or adopted children or Stepchildren up to age 26
- Children for whom you are the legal guardian, custodian or conservator. Special circumstances for disabled dependents may allow for coverage after age 26. Consult your ABC for more information
- Employees **cannot** be enrolled as both the head of contract and dependent within the State Plan. See the Eligibility and Enrollment Guide for details.

[tn.gov/partnersforhealth](tn.gov/partnersforhealth)
When Does Coverage Begin?

- For health, dental, vision, disability and basic term life/voluntary AD&D, coverage will begin on the first day of the month after one full calendar month of employment from your hire date. Example: Hired on Sept. 15 – coverage will begin Nov. 1.
- Voluntary term life insurance begins after three full calendar months from employee/eligibility.
- If you have questions, ask your ABC.

When are Premiums Paid?

- Monthly employees will have all premiums deducted on each monthly pay cycle. You will see your premiums deducted the month before your insurance is effective, as we pay a month ahead for insurance.
- Bi-Weekly employees will have medical premiums, optional ADD and basic life deducted on the first pay ending cycle of the month AND
  - All other optionals (dental, vision, STD, etc) deducted the second pay ending cycle of the month.
  - LTD first deduction will be the month of the effective date.
- If you do submit your benefit enrollments late in the 30 day window, in some instances, you could end up with a double deduction from your paycheck the first month of enrollment.

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
When Can You Add Coverage?

There are three times you may add coverage:

- **As a new employee** – *You have 30 days starting with your hire date to enroll in coverage*

- **Annual Enrollment is usually the first two weeks in October, for 1/1 effective dates**
  - Annual Enrollment occurs during the fall. Benefit information will be mailed about changes and what is offered for the following year and provided in detail on the website.
  - Enrollment information is also emailed to those who have current email addresses in Edison. We encourage you to make sure your email information is in Edison but you can opt out of these emails.

- **During Special Enrollment Qualifying Events:**
  - Loss or gain of dependents; loss or gain of other coverage to name a few.
  - You have 60 days from the loss or gain of other coverage to notify our office
  - The Enrollment Change Application lists all of the Special Enrollment Qualifying Events on page three

- **Bottom Line** – if you have a family status or insurance change, contact the Insurance office.

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
Canceling Coverage

Outside of the Annual Enrollment period, you can only cancel coverage (other than disability and voluntary term life insurance) for yourself and/or your covered dependents, IF:

- You lose eligibility for the State Group Insurance Program (e.g., changing from full-time to part-time)
- You experience a special qualifying event, family status change or other qualifying event.

Cancelling coverage in the middle of the plan year: You may only cancel coverage for yourself and/or your dependents in the middle of the plan year if you lose eligibility or have an event that results in you/your dependents becoming newly eligible for coverage under another plan. There are no exceptions.

- You have 60 days from the date that you and/or your dependents become newly eligible for other coverage to turn in an application and proof to your agency benefits coordinator.
- Examples: Marriage, divorce, legal separation, annulment, birth, adoption, death of a spouse, new employment, entitlement to Medicare, Medicaid or TRICARE, court decree or order
- See the Eligibility & Enrollment Guide for details

tn.gov/PartnersForHealth
Special Qualifying Events

If you or a dependent lose eligibility for coverage under any other group health insurance plan, or if you acquire a new dependent during the plan year, the federal Health Insurance Portability and Accountability Act may provide additional opportunities for you and eligible dependents to enroll in health coverage.

Mid-Year Elections for Voluntary Programs — You or eligible dependents may also enroll mid-year in voluntary dental, vision, disability and voluntary term life if you meet the requirements for a Special Qualifying Event.

- **NOTE**: Application for special enrollment or a mid-year election change must be made:
  - **within 60 days** of the loss of eligibility for other health insurance coverage; or
  - **within 30 days** of a new dependent’s acquire date.

You must also submit proof as listed on the enrollment application. See the Eligibility & Enrollment Guide for details.

tn.gov/PartnersForHealth
Choosing Your Premium Level

Four premium levels for health, dental and vision coverage are available:

- Employee Only
- Employee + Child(ren)
- Employee + Spouse
- Employee + Spouse + Child(ren)

- You may choose the same or different levels for health, dental and vision.
- If you enroll as a family, which is any coverage level other than Employee Only, all of you must enroll in the same health, dental and vision options.
- If you have children, one of you can choose Employee Only and the other can choose Employee + Child(ren). Then you can each choose your own benefit option and carrier.
- If you and your spouse are both in the State Plan, think about choosing coverage as the head of contract. Higher Ed employees can get a higher level of basic term life insurance coverage as the head of contract.

tn.gov/PartnersForHealth
Health Plan Options

You have the choice of three health plans

- Preventive care is free in all plans if you use an in-network provider
- See the **full plan options comparison chart** on the Health Options > Health webpage

Comparison of the three plans:

- **Premier Preferred Provider Organization:** Higher monthly premium – but lower out-of-pocket costs for deductible, copays and coinsurance
- **Standard PPO:** Lower monthly premium than the Premier PPO – but higher out-of-pocket costs for deductible, copays and coinsurance
- **Consumer-driven Health plan with a health savings account, or CDHP/HSA:** Lowest monthly premium – but you pay your deductible first before the plan pays anything for most services. Then you pay coinsurance, not copays.

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
More about the **CDHP/HSA**

- State puts $250 (employee only) or $500 (all other tiers) into your HSA
  - This money applies to your yearly maximum contribution amount (see below)
  - State HSA contribution is not available if your coverage starts Sept. 2, 2022, through Dec. 31, 2022
- The HSA can help you save for health care costs, you get tax benefits, the money rolls over each year and you keep the money if you leave/retire
- Learn more at tn.gov/PartnersForHealth under **CDHP/HSA Insurance Options**

**HSA IRS max contributions** – there are limits on how much money you can put in your HSA each year:

- $3,650 for employee-only coverage in 2022
- $7,300 for all other family tiers in 2022
- Members 55 or older can contribute $1,000 more each year

These limits include the $250/$500 you receive from your employer and any wellness incentive funds you may earn and add to your account (state only)
More CDHP/HSA Information

- **Important!** Your full HSA contribution is **not** available upfront after you enroll. Your pledged amount is taken out of each paycheck. You may only spend the money in your HSA at the time of service or care. You can pay out of your own pocket for services and pay yourself back later with funds from your HSA.

- **Debit card:** Newly enrolled CDHP/HSA members get a debit card from Optum Financial to use for qualified expenses.

- If you enroll in Social Security at age 65, you will automatically be enrolled in Medicare Part A. If enrolled in a CDHP, this may have tax consequences and affect your HSA contribution. Consult with your tax advisor for advice.

[link](tn.gov/PartnersForHealth)
**CDHP/HSA and FSA Restrictions**

**CDHP/HSA restrictions:** You **cannot** enroll in a CDHP if:

- You are also enrolled in another medical plan, including a PPO, your spouse’s plan or any government plan (e.g., Medicare A and/or B, Medicaid, TRICARE or Social Security benefits)

- You have received Department of Veterans Affairs benefits within the past three months, except for preventive care. If you are a veteran with a disability rating from the VA, this exclusion does not apply. If you are eligible for VA medical benefits but did not receive benefits during the preceding three months, you can enroll in and make contributions to your HSA. If you receive VA benefits in the future, you are not entitled to contribute to your account for another three months. However, if your veteran’s hospital care or medical service was for a service-connected disability, you may contribute to your HSA

- You have received care from the Indian Health Services within the past three months

**HSA/FSA restrictions:** You **cannot** enroll in the CDHP/HSA if either you or your spouse have a medical FSA or a health reimbursement account, known as an HRA, at either employer. If you have one available, you can enroll in a limited purpose FSA for dental and vision costs.
Carrier Networks

Choose between four carrier networks for your medical care

- Each network has providers (doctors, hospitals, facilities) throughout Tennessee and across the country.

| • BlueCross BlueShield       | • Cigna                        |
|                              |                                |
| • Network S                  | • LocalPlus                    |
| • Network P*                 | • Open Access Plus*            |

BCBST Network S and Cigna LocalPlus networks do not include all the hospitals and providers found in the broad networks to keep your premiums, claim costs and rate increases low.

BCBST Network P and Cigna OAP broad networks give you more hospital choices but have an additional monthly cost* added to your monthly premium. You may also pay more per claim because the costs for services in these networks are generally higher than the narrow networks.

*Additional monthly premium cost: $65 more each month for employee only or employee + child(ren) coverage; $130 more each month for employee + spouse or employee + spouse + child(ren) coverage

tn.gov/PartnersForHealth
Carrier Networks

How to check the networks

• ParTNers Carrier Information webpage—check the Hospital Network Comparison list

Go to tn.gov/PartnersForHealth under Health Options and Carrier Information for all network hospital lists and provider directories.

You can also contact BlueCross or Cigna about network providers or hospitals:

• BlueCross, 800.558.6213, M-F 7 a.m. - 5 p.m. CT, bcbst.com/members/tn_state/
• Cigna, 800.997.1617, 24/7, cigna.com/stateoftn
## Employee Share of Monthly Premiums for the Narrow Networks

<table>
<thead>
<tr>
<th>Premium Level</th>
<th>Premier PPO</th>
<th>Standard PPO</th>
<th>CDHP/HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$143</td>
<td>$98</td>
<td>$64</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$215</td>
<td>$147</td>
<td>$96</td>
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<tr>
<td>Employee + Spouse</td>
<td>$308</td>
<td>$210</td>
<td>$137</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$372</td>
<td>$253</td>
<td>$165</td>
</tr>
</tbody>
</table>

* Premiums shown are for the employee share for **active employees**. Complete premium charts are found at [tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth). Click on **Premiums** in the top navigation.

* Premiums are for the BCBST Network S or Cigna LocalPlus network. Premiums do **NOT** include the cost for the broad BCBST Network P or Cigna OAP networks, which would add $65 to $130 more EACH MONTH depending on your tier.
## 2022 Deductibles/Out-of-Pocket Maximums (in-network)

<table>
<thead>
<tr>
<th></th>
<th>Premier PPO</th>
<th>Standard PPO</th>
<th>CDHP/HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Network</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deductibles</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee only</td>
<td>$500</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$750</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$1,250</td>
<td>$2,500</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Out-of-Pocket Max</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee only</td>
<td>$3,600</td>
<td>$4,000</td>
<td>$2,500</td>
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<tr>
<td>Employee + Child(ren)</td>
<td>$5,400</td>
<td>$6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$7,200</td>
<td>$8,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$9,000</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

[tn.gov/PartnersForHealth](https://tn.gov/PartnersForHealth)
Pharmacy Benefits
Managed by CVS Caremark

All health plans include full prescription drug benefits

- The health plan you choose determines your out-of-pocket prescription costs (copay or coinsurance, deductible and out-of-pocket maximum).
- How much you pay depends on three things:
  - The drug tier – if you choose a generic, preferred brand, non-preferred brand or specialty drug;
  - The day supply you receive – 30-day (or <30) supply or a 90-day (≥31) supply; and
  - Where you fill your prescription – at a retail, Retail-90 or mail order pharmacy.

- Go to info.caremark.com/stateoftn to locate a pharmacy, compare estimated drug costs by plan and register on the CVS Caremark site.
  - Once registered, get details about your drug costs and savings, download the mobile app and more!
- Learn more about benefits, vaccines and how to save money at tn.gov/PartnersForHealth under Health Options and Pharmacy.
- Contact: CVS Caremark, 877.522.8679, 24/7, info.caremark.com/stateoftn

tn.gov/PartnersForHealth
# Pharmacy Benefits

*These are the in-network pharmacy benefit copays and coinsurance. If out of network pharmacy benefits are available, they are different and will cost you more.

**Specialty drugs must be filled through a Specialty Network Pharmacy and can only be filled every 30 days.

<table>
<thead>
<tr>
<th></th>
<th>PREMIER PPO</th>
<th>STANDARD PPO</th>
<th>CDHP/HSA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30-DAY SUPPLY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
<td>20% coinsurance after deductible is met</td>
</tr>
<tr>
<td>Brand</td>
<td>$40</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Non-preferred brand</td>
<td>$90</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td><strong>90-DAY SUPPLY (Retail-90 network pharmacy or mail order)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$14</td>
<td>$28</td>
<td>20% coinsurance after deductible is met</td>
</tr>
<tr>
<td>Brand</td>
<td>$80</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Non-preferred brand</td>
<td>$180</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td><strong>90-DAY SUPPLY (certain maintenance medications from a Retail-90 network pharmacy or mail order)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generic</td>
<td>$7</td>
<td>$14</td>
<td>10% coinsurance without having to meet deductible</td>
</tr>
<tr>
<td>Brand</td>
<td>$40</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Non-preferred brand</td>
<td>$160</td>
<td>$180</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIALITY PHARMACY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coinsurance</td>
<td>10% (min $50; max $150)</td>
<td>10% (min $50; max $150)</td>
<td>20% after deductible</td>
</tr>
</tbody>
</table>
Telehealth – 24/7 virtual medical care

All health plan members have access to virtual telehealth visits

- PhysicianNow and MDLive carrier-sponsored 24/7 virtual medical care
- Talk to a doctor for non-emergency medical care by phone, computer or tablet from anywhere.
- Cost is less than a typical office visit when you use PhysicianNow or MDLive programs sponsored by BlueCross BlueShield and Cigna.

- Physician Now and MDLive telehealth program costs:
  - PPO members: Copay is $15
  - CDHP members: Pay the negotiated rate per visit until reaching the deductible – then primary office visit coinsurance applies
  - Members log in and select the service – details are on the website

Go to tn.gov/PartnersForHealth under Health Options and Telehealth for details.
Behavioral Health & Substance Use Services
Managed by Optum

Behavioral health benefits available to members/dependents enrolled in medical insurance.

**All members will receive an Optum ID card for services.**

Optum can find a network provider (in-person or virtual visits), explain benefits, identify best treatment options, schedule appointments and answer questions.

• Services include:
  ▫ **First Call Provider Search** – HERE4TN team will help you find a provider based on your specific needs
  ▫ **TalkSpace online therapy** – communicate with a therapist by text, audio or video 24/7 from your smartphone – cost share applies
  ▫ **Substance User Disorder Preferred Facility Network**
  ▫ **Sanvello** – on-demand mobile app to help with stress, anxiety and depression

Go to tn.gov/PartnersForHealth under Health Options and Behavioral Health for details.
To access all programs and services **and get help finding a provider**, contact Optum at 855.HERE4TN (855.437.3486), 24/7 or HERE4TN.com

tn.gov/PartnersForHealth
Here4TN - Employee Assistance Program
Managed by Optum

Here4TN EAP available to all benefits-eligible state/higher education employees and eligible dependents, even if not enrolled in a health plan.

Services are offered at **no cost** to individuals eligible to participate.

Specialists available 24/7 to assist with stress, legal, financial, mediation and work/life services.

- **Services include:**
  - **First Call Provider Search** – HERE4TN team will help you find a provider based on your specific needs
  - **Short-term counseling** – five visits, per problem, per year, per individual at no cost to you. By phone or virtual visit. Prior authorization required.
  - **Sanvello** – on-demand mobile app to help with stress, anxiety and depression
  - **Take Charge at Work** – telephonic coaching program helps members with depression improve performance at work

Go to [tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth) under **Other Benefits** and **EAP** for details.

For EAP programs and services **and help finding a provider**, contact Optum at 855.HERE4TN (855.437.3486), 24/7 or [Here4TN.com](http://Here4TN.com).

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
Wellness Program
Managed by ActiveHealth

**Wellness program** available for state/higher education employees and spouses (excludes retirees) enrolled in the health plan.

Wellness program includes:

- **Cash incentives:** Up to $250 each for enrolled employees and spouses.
  - Enrolled state employees can put wellness program cash incentives into their HSAs (counts toward overall HSA IRS annual maximum)
- **Weight Management Program:** 12-month program for those ready to lose weight. Contact ActiveHealth for details.

Information about programs, activities and a **printable Incentive Table** are at tn.gov/PartnersForHealth under **Wellness**.

Contact: **ActiveHealth**, 888.741.3390, M-F 8-8 CT, [go.activehealth.com/wellnesstn](http://go.activehealth.com/wellnesstn)

*Members must be in a positive pay status to receive an incentive. The cash incentive for both the employee and eligible spouse will be deposited directly into the member’s paycheck and will be taxed.*
Diabetes Prevention Program* offered free to you in 2022.
If eligible, the DPP helps adult health plan members prevent or delay type 2 diabetes.
• Offered as a part of health insurance
• No cost if you use an in-network provider
• Must meet certain criteria*

Two online programs offered:
• Cigna Omada program – for enrolled Cigna health plan members
• BlueCross BlueShield Livongo program – for enrolled BCBST plan members
Go to tn.gov/PartnersForHealth under Other Benefits and Wellness and DPP webpage for details.

*Those already diagnosed with diabetes are not eligible for the DPP, but if a health plan member, you can contact ActiveHealth to enroll in a diabetes program.
Dental Benefits
Offered through Cigna or Delta Dental

Two different dental plans are offered. Members pay the full monthly premium.

- **Cigna DHMO:** Must select a network general dentist and notify Cigna. Members pay copays, which may have changed for dental procedures. Review the Patient Charge Schedule on the Partners website under **Publications**, then **Dental**.
- **Delta Dental DPPO:** Use any dentist but save money staying in-network. Members pay deductibles and co-insurance for services.

Go to tn.gov/PartnersForHealth under **Other Benefits** and **Dental** for details/plan comparison.

Contact: **Cigna**, 800.997.1617, 24/7, cigna.com.stateoftn
Contact: **Delta Dental**, 800.552.2498, 7 a.m. – 5 p.m. CT, tennessee.deltadental.com/stateoftn/
## Dental Benefits

### Monthly Premiums

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Cigna DHMO</th>
<th>Delta Dental DPPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$13.84</td>
<td>$19.82</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$28.75</td>
<td>$52.70</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$24.54</td>
<td>$38.98</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$33.74</td>
<td>$80.72</td>
</tr>
</tbody>
</table>
Vision Benefits
Offered through Davis Vision

Members pay the full monthly premium. Choose from two options:

- **Basic Plan:** Pays for your eye exam and various allowances, or dollar amounts for materials such as eyeglass frames, lenses, contact lenses, etc.
- **Expanded Plan:** Includes greater allowances and additional materials versus the Basic Plan.

With both plans, you pay copays and coinsurance on materials or other services when the cost exceeds the allowed dollar amount.
- In- and out-of-network benefits are available. You save money when using in-network providers.

**Members in both vision plans** get routine eye exams every calendar year, frames once every two calendar years and a choice of eyeglass lenses or contact lenses once every calendar year.

Go to tn.gov/PartnersForHealth under **Other Benefits** and **Vision** for details.

**Contact:** Davis Vision, 800.208.6404, M-F 7 a.m. - 10 p.m., Sat, 8 a.m. - 3 p.m., Sun 11 a.m. - 3 p.m. CT, davisvision.com/stateofTN

tn.gov/PartnersForHealth
# Vision Benefits

## Monthly Premiums

<table>
<thead>
<tr>
<th>Tiers</th>
<th>Basic</th>
<th>Expanded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$3.07</td>
<td>$5.56</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$6.13</td>
<td>$11.12</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$5.82</td>
<td>$10.57</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$9.01</td>
<td>$16.35</td>
</tr>
</tbody>
</table>

[tn.gov/PartnersForHealth](tn.gov/PartnersForHealth)
Use FSAs to pay for health care and dependent care while saving money on your taxes.

**Optum Financial manages medical, limited purpose and dependent care FSA programs:**

- **Medical FSA:** For medical, dental and vision expenses.
  - Annual limit - $2,750. Carryover limit - $500. **Full contribution available upfront.**

- **Limited Purpose FSA:** For dental and vision expenses only.
  - Annual limit - $2,750. Carryover limit - $500. **Full contribution available upfront.**

- **Dependent Care FSA:** For certain dependent care costs.
  - Annual limit - $5,000 (up to $2,500 per spouse for married couples filing jointly). No carryover amount allowed.

[tn.gov/PartnersForHealth](http://tn.gov/PartnersForHealth)
Important Enrollment Information:

- To enroll use the form Election & Compensation Reduction Agreement found in the Optional forms section of the HR New Emp webpage.

- **Important:** Cannot enroll in both a medical FSA and a L-FSA in the same year.

- Newly enrolled FSA and L-FSA members will get a debit card (does not apply to DepCare-FSA members) for qualified expenses.

Review the Flexible Spending section in the 2022 Eligibility and Enrollment Guide found on the HR New Employee Webpage.

**Contact:** Optum Financial, 866.600.4984, 24/7, optumbank.com/Tennessee

**Find an FSA/HSA grid** showing contribution amounts, tax benefits and how to use your funds at tn.gov/PartnersForHealth under Publications.
Disability Insurance

Disability insurance is offered to full-time higher education employees. Members pay the full monthly premium. **All sick leave, annual leave and comp time must be used before benefits are payable.**

- **Short-term Disability:** Replaces 60% of your income during a disability, which could last up to 26 weeks. Two coverage options are available. Coverage is provided by MetLife.
  - Frequently asked questions including about pregnancy: tn.gov/PartnersForHealth under Other Benefits and Disability.
- **Long-term Disability:** Replaces 67.67% of your income during a disability that is expected to last longer than 120 days. Coverage is provided by Lincoln National Life.
  - Higher education employees use the enrollment form found on the HR New Emp page under optional forms. This benefit is not under the State umbrella, the University contracts separately for this plan.

Information, including **how to calculate your Short Term Disability rates**, is at tn.gov/PartnersForHealth under Other Benefits and Disability.

tn.gov/PartnersForHealth
Basic Term Life/Accidental Death and Dismemberment
Higher Education

All benefits-eligible employees automatically get $20,000 basic term life insurance and $40,000 basic AD&D coverage paid by the state at no cost.

If you enroll in medical insurance, life insurance and AD&D coverage automatically increases based on your salary. You pay a monthly premium for this additional coverage.

- If your salary goes up as of Sept. 1, 2022, compared to Sept. 1, 2021, your monthly premium may increase as of Oct. 2022.
- At ages 65 and over, your coverage amounts will reduce.

• Basic dependent term life/basic AD&D insurance will automatically apply to dependent(s) enrolled in your family medical insurance. You will pay premiums for your dependent(s) coverage.

• Keep your beneficiary information current in Edison.

tn.gov/PartnersForHealth
You can buy additional Voluntary Term Life Insurance for yourself, your spouse and children through Securian Life Insurance. You must apply online for this insurance during your first 30 days.

- To apply for coverage and update your beneficiaries, go to lifebenefits.com/stateoftn
- You will need your State ID number called your Edison ID in order to enroll.
- This application must be started within your 30 day new hire window or you will wait until Annual Enrollment during the Fall to apply (and answer health questions).
- Your monthly premium could go up if you increase your life insurance amount, or you move into a higher age bracket as of Jan. 1.

Go to tn.gov/PartnersForHealth under Other Benefits and Life Insurance for details. Premium rates are found on the Premium webpage.
You can buy this insurance to give you and your family additional protection if you or your covered dependent’s death or dismemberment is due to an accident.

- This is in addition to the Basic AD&D coverage associated with your Basic Life Insurance.
- You pay the full monthly premium.
- Benefit will be paid for dismemberment if the loss occurs within 180 days of the accident provided you or your dependent was covered on the date of the accident and meet the established criteria. Accident could occur at work or elsewhere.
- Coverage is available at low group rates – no questions asked.
- The maximum benefit for employees is $60,000.
- Enroll using the form located in the Optional Forms section of the HR New Employee website

Keep beneficiary information current with your ABC

tn.gov/PartnersForHealth
Enrolling in Benefits

You will submit all forms to the local ABC/Insurance Office for enrollment in benefits.

- **You must complete your enrollment within 30 days of your hire date or becoming eligible.**

- If you want to cover your spouse or children (dependents), please submit proof of their relationship to you – it’s called **dependent verification**.
  - Examples of dependent verification can include a marriage license and Federal Income Tax Return for a spouse, or a birth certificate for a child.
  - A list of required documentation for dependent verification is found on the second page of the enrollment form on the HR New Emp website.
  - **Be sure to note the Optional forms for additional coverages (LTD, ADD, FSA and HSA) available to you.**

- Enroll in **voluntary term life** at Securian Financial website: lifebenefits.com/stateoftn or contact Securian at 866.881.0631

[tn.gov/PartnersForHealth]
Employees new to coverage will receive new ID cards within three weeks of the date your application is processed.

- **Health coverage:**
  - **BlueCross BlueShield**, you will receive up to two ID cards automatically. The member’s name will be printed on all cards, but these cards may be used by any covered dependent.
  - **Cigna**, you will receive separate ID cards for each insured family member with the participant's name printed on each. Cigna will send up to four ID cards in each envelope and additional ID cards in a separate envelope.

- In addition to your health insurance ID cards, you will also automatically receive separate Caremark pharmacy ID cards. If you are enrolled in family coverage, your ID cards may be sent in separate envelopes.

- **Optum** will mail ID cards for behavioral health/substance use.

- If you enroll in dental or vision coverage, you will typically receive your ID cards within three weeks. For vision coverage, you will receive an ID card, but you don’t need one to access services.

- **CDHP/HSA**, **medical FSA** and **limited purpose FSA (L-FSA)** members will receive a **debit card** from Optum Bank to use for qualified purchases.

- Members can always request additional cards by contacting their carrier or vendor(s) or you may be able to use the vendor’s mobile app. **Vendor contact information is found on the Customer Service page on the State website listed below.**

  tn.gov/PartnersForHealth