

October 2022 HBR Update



Open Enrollment is Under Way!

2023 Open Enrollment is here! Open Enrollment ends October 28, 2022.

To assist you and your employees, Open Enrollment resources are available on the State Health Plan's website and HBR University!

The Plan is here to help and is offering numerous webinars for your employees to learn more about their 2023 benefits during Open Enrollment. Please encourage your employees to register for one of the webinars listed below.



SHP 101 OE WEBINAR DATES	WEBINAR TIMES
Oct. 18	4:00pm
Oct. 20	12:30pm & 4:00pm
Oct. 25	11:00am

Please remind your employees who are tobacco users that they have until November 30, 2022, to visit a provider to complete a tobacco cessation counseling session in order to earn their premium credit for 2023. To ensure the credit is applied, they must upload their office visit summary into the Document Center located in eBenefits.

This action is ONLY for tobacco users who want to reduce their monthly premium by \$60 per month in 2023. If an employee is NOT a tobacco user, they will simply need to attest to that during the online Open Enrollment process.

If you haven't already, [click here](#) to download the 2023 Open Enrollment poster to print it out and post at worksites or share via email with employees working remotely.

If you missed one of the 2023 HBR Open Enrollment trainings or need to review, [click here for the presentation](#).

OE Dependent Documentation Reminder & Checklist

As a reminder, HBRs are responsible for ensuring that employees adding dependents during Open Enrollment upload the appropriate dependent verification documentation.

Dependents added during Open Enrollment should have proper documentation loaded, along with being properly verified. Dependents added during Open Enrollment without proper verification and documentation will have their coverage canceled.

The Dependent Census Report (Data & Reporting, Standard Reports, Census tab) is the most efficient way to see what dependents are still outstanding. Make sure to select "Open Enrollment" when running the report. Filter out those dependents who do not have coverage, then filter out those that have been verified. The remaining dependents will need to be addressed.

Dependent Documentation HBR Checklist

- Encourage employees not to wait until the last minute for Open Enrollment, as they may need to gather appropriate documentation.
- Run Dependent Census Report (Data & Reporting, Standard Reports, Census tab) for the most efficient way to see what dependents are still outstanding. Make sure to select "Open Enrollment" when running the report.
- When running report, filter out those dependents who do not have coverage, then filter out those that have been verified.
- Address remaining dependents with employees who still need to provide documentation.
- **Verification must be completed by Friday, November 18, 2022.**

- **On Monday, November 21, 2022, the Plan will begin terminating coverage for unvalidated dependents.**

HBR Contact Request Form Update

It is imperative that the State Health Plan have updated contact information for all HBRs. Please be mindful of this as personnel changes occur on your team.

If you need to update contact information, you will be able to do so by completing a new form located on the Plan's website. This form will also be used if an HBR is requesting access to eBenefits or eBilling.

The [form](#) is located on the Plan [website](#) and [HBR University](#).

Don't Miss Any Upcoming HBR Monthly Webinars!

All monthly HBR webinars begin at 10 a.m. To register for the monthly webinars, see below or visit the Plan's [website](#).

As a reminder, you can find presentations for a webinar you missed by visiting the State Health Plan [HBR Monthly Training Archive](#) page. Be sure to check the HBR [Training and Development](#) page often to sign up for upcoming webinars and review the resources available to you, like [HBR University](#)!



Monthly HBR webinars continue through 2022. Don't miss any! To register for the monthly webinars, see below or visit the Plan's [website](#).

- [October 19, 2022, 10-11 a.m.](#)
 - [November 16, 2022, 10-11 a.m.](#)
 - [December 14, 2022, 10-11 a.m.](#)
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Save the Date!
2023 Open Enrollment
Oct. 10 - Oct. 28, 2022



Next HBR Monthly Webinar
October 19, 2022 - 10am

[Click to Register! >](#)



This Month's
Healthy
Recipe

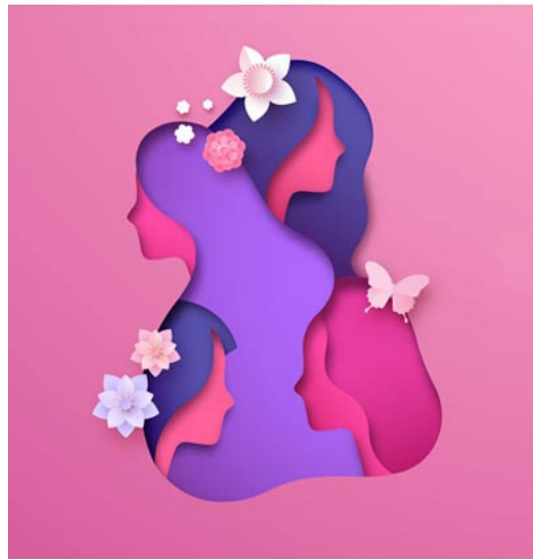


This Month's
Wellness
Tip



Twice-Baked
Potatoes Casserole

[Get the Recipe! >](#)



Breast Cancer
Awareness Month

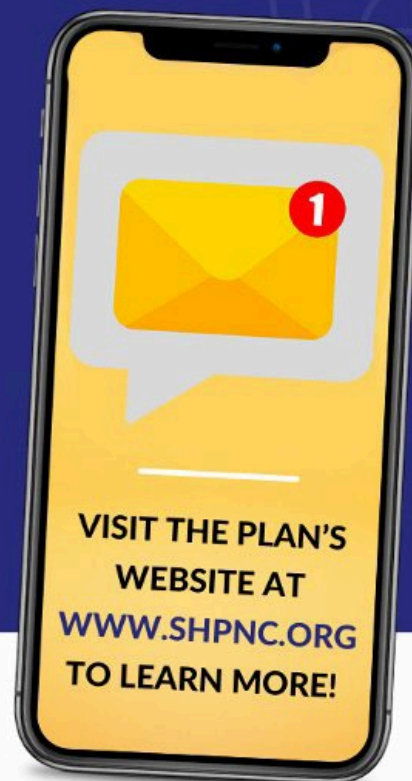
[Learn More! >](#)

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TEXT "JOIN" TO 76971

- Sign up to receive State Health Plan updates by text! Just text "Join" to 76971.
- Text messages will be general information regarding your State Health Plan benefits.

SIGN UP TODAY

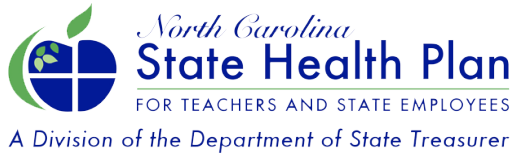


Message Frequency may vary. Message and Data rates may apply.
Reply STOP to cancel.

Eligibility and Enrollment Questions: 855-859-0966

Prescription Questions: 888-321-3124

For questions on this newsletter, e-mail: ppo.inquiries@nctreasurer.com



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