

New Hire Packet

Updated April 2015



New Hire Packet Contents – See Appendix 3

1. Each new employee is to receive a CHP New Hire Packet. This packet includes the following:
 - Welcome Introduction Letter
 - Enrollment Application/Change Form
 - Summary of Medical Benefits, if applicable
 - Summary of Dental Benefits, if applicable
 - Summary of Vision Benefits, if applicable
 - Summary of Life Benefits, if applicable
 - Supplemental and Dependent Life Information, if applicable
 - Updated Special Enrollment Notice and Women’s Health & Cancer Rights
 - HIPAA Privacy Notice
 - COBRA Notice - Your Statement of Rights under Federal Law – **Obtain and file signed copy of receipt in employee file. CHP does not need a copy.**
 - Anthem Additional Programs & Services
 - New Employee/Group Checklist
 - Who to Call for Assistance/What can be found at ctsi.org
 - Certificate of Receipt - **Obtain and file signed copy of receipt in employee file. CHP does not need a copy.**

Please add the following items to the new hire folder:

- CHP Medical/Prescription Temporary ID Card
- Certificate of Coverage Group Life Insurance
- Employer’s Health Care Exchange Notice (for current Notice, go to www.ctsi.org)

Items that must be signed and filed:

- Enrollment Application and Change Form - Also available as a Fillable PDF at www.ctsi.org.
- Certificate of Receipt

Reminders

1. Employees cannot waive coverage for Group Term Life and AD&D.
2. Complete a Temporary ID Card with the appropriate Division number and give to each new employee as well as one for the spouse (if applicable) and one for any dependent children living away from home, i.e. college students. Anthem will mail the permanent cards to the employee’s address. If the employee does not receive cards in an appropriate timeframe, direct the employee to Anthem’s customer service number to determine status of cards.
3. Be aware that sometimes dependents will be asked for additional information prior to being considered for coverage. Such circumstances include:
 - a. The dependent is a step-child - Affidavit of Responsibility is required with supporting documentation such as employee’s previous year’s tax return.
 - b. Permanent Legal Guardianship – Affidavit of Responsibility is required with supporting documentation and proof of permanent legal guardianship court documents.

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