



Open Enrollment

November 7-21, 2016



Watch for your Open Enrollment Brochure and premium rate information from your Treasurer or Personnel Department.

It is football season, cooler weather and yes, Open Enrollment.

Mark your calendars!

This is the only time of the year when you can make benefit changes and add/drop dependents without a qualifying event.

We are pleased to announce that 2017 medical and dental premium rates for the Butler Health Plan will not change!

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What is different in 2017?

- All BHP districts will utilize the Anthem Blue Access (PPO) network. See page 3 to Find a Provider in the Blue Access PPO network or go to www.anthem.com.
- The PPO and HDHP plans will stay the same, and will not require using Tier facilities.
- The EPO Plan will not be offered in 2017. This plan was a unique arrangement with HealthSpan and will no longer be available.
- Three dental plans options will continue to be offered.

Required Online Enrollment & Dependent Verification

Why must you upload documentation to enroll your dependents in the Butler Health Plan?

As part of Butler Health Plan's continued effort to provide members with a competitive benefits, we will verify dependent eligibility during Open Enrollment. It is common for employers to ask for this information annually.

Last year Butler Health Plan moved to an electronic enrollment system, Benelogic, which allows for easy uploading of the required documentation.

See page 2 for:

- How to Upload Required Documentation
- A list of Required Documentation

If you plan to enroll your spouse or child in the plan during Open Enrollment, start gathering the following information

You can upload documents at any time if you are a current member.

How to Upload Required Documentation

To Benelogic File Cabinet

<https://butlerhealthplan.benelogic.com>

Step 1: Obtain the Required Documentation for each dependent.

Dependent Type	Submit Copy of Preferred Documentation
Spouse	<ul style="list-style-type: none"> • First page of your last filed Form 1040 tax return (block out SSN and financials) • Marriage Certificate (if married in current year)
Birth Child	Copy of Birth Certificate
Adopted Child	Copy of legal adoption documentation
Legal Guardianship for Child	Copy of proof of legal guardianship or “Qualified Child Medical Support Order” (QCMSO)
Step Child	Birth Certificate AND Copy of divorce decree to identify primary medical coverage for dependent.
Disabled Dependent	“Disability Certification for Dependent Children” form which can be obtained from your Treasurer/Business Office

Step 2: Upload your document by scanning and saving to your computer or portable drive.
(PDF, PNG, JPG, or BMP only)

Step 3: Log into your Benelogic Employee Portal

- From the Home Page, Upload a Document, then click Add a File.
- Locate file on your system, add a description, then save to continue.

Looking for a doctor?

Finding one online is fast and easy

Use our online Find a Doctor tool to look for doctors, hospitals, pharmacies, labs and other health care providers in your Anthem network. Check if your favorite doctor is in the network, or look for one near you. Avoid getting out-of-network care if you can — it will cost you more or your plan may not cover it all.



Here's all you need to do:

If you're a member

Go to anthem.com and log in.

Or use your ID number or the first three letters to search without logging in.

Under *Useful Tools* on the right, select **Find a Doctor**.

If you're not a member yet

Go to anthem.com.

Under *Useful Tools* on the right, select **Find a Doctor**.

Next, select a type of provider, place or name. Select **Search**.

First answer a few questions, so we can help find you the right plan and in-network doctor. Then enter or select the plan/network*.

Next, select a type of provider, place or name. Select **Search**.

Select a provider to see more information, such as:

- Training
- Specialties
- Languages spoken
- Address (including a map)
- Phone number

Going mobile

Use your mobile device to search for doctors, hospitals and more with our free app from the App StoreSM or Google PlayTM. Just search for Anthem Blue Cross and Blue Shield and download the app. You can even get turn-by-turn directions to find a doctor's office.

*If you don't know the name of the plan or network, check with your human resources department or benefits administrator.

To find a doctor or other healthcare provider go to

www.anthem.com

The screenshot shows the Anthem website's 'Find a Doctor' search interface. At the top left is the Anthem logo with 'BlueCross BlueShield' text. A navigation bar contains 'Shop For Insurance', 'Health & Wellness', 'Resources', and 'Customer Support'. A 'Español' link is on the right. The main heading is 'Find a Doctor' with a Spanish translation link. Below is a note: 'All fields are required unless labeled optional'. The form includes four dropdown menus: 'How do you get insurance?' (set to 'Through my employer'), 'What state do you want to search in?' (set to 'Ohio'), 'What type of care are you searching for?' (set to 'Medical'), and 'Select a plan/network' (set to 'Blue Access (PPO)'). At the bottom are 'Cancel' and 'Continue' buttons. On the right side of the page, there is a 'MEMBER LOG IN' section with fields for 'Username' and 'Password', a 'LOG IN' button, and links for 'Register Now', 'Learn more about Secure Log in', and 'Forgot username or password?'. Below that is a 'USEFUL TOOLS' section with buttons for 'FIND A DOCTOR (Dentist, Pharmacy, or Hospital)', 'FIND URGENT CARE', 'PRESCRIPTION BENEFITS', and 'CHECK CLAIM STATUS'. A text box at the bottom right of the page describes 'See a doctor online 24/7, 365' via LiveHealth Online.

-Select State



-Select Blue Access (PPO)
for primary network for
all plans

-When traveling, select
National PPO (Blue
Card PPO)