This online Open Enrollment process is designed for electing medical plan to medical plan changes with **NO CHANGES IN COVERED DEPENDENTS**. For example, using this online system, you can change from **single** Health Alliance Plan to **single** Blue Care Network but **NOT** **single** Health Alliance Plan to **family** Blue Care Network. If you need to change your current level of coverage by adding or deleting family members, you must use a paper enrollment form ([http://hr.wayne.edu/tcw/forms.php](http://hr.wayne.edu/tcw/forms.php)).

**Open Enrollment: October 22 - November 2, 2018**

- Keep in mind: this is a **two-step** process. **The system will allow you to make a mistake.** Review your final confirmation.
- First, you **MUST** terminate your current coverage. The termination will be effective on 12/31/2018. By terminating on 12/31/2018, your current coverage will be in effect through the end of 2018.
- Second, you must enroll in your new coverage. Your new coverage will be effective 1/1/2019. You will not have a break in coverage. **NOTE: You must add a Primary Care Physician (first and last name & Physical ID Code) to all covered dependents if you are selecting an HMO.** We have provided a section at the end of this document for you to pre-record your PCP information needed in order to complete the Open Enrollment process.

1. **Log into Academica**
   [http://a.wayne.edu](http://a.wayne.edu)

   Note: Be sure to disable the pop-up blocker for your internet browser.

2. **Under Resources, click Employee Resources.**

3. **Under Employee Resources, click Employee Self-Service.**
4. Under Employee Self-Service, click **Benefits & Deductions**.

5. Click **Open Enrollment** when the new page displays.

6. Click the **Start Open Enrollment** button when the Open Enrollment Summary screen displays.

   **Note**: If the **Start Open Enrollment** button is not displayed, and in its place you see Submit, Reset and Cancel buttons, click the **Cancel** button to evoke the Start Open Enrollment button and complete this step.

7. Click the **Health** link. The Open Enrollment Group Detail screen will display showing your current health care coverage.

### Terminating Your Current Coverage

8. When the **Open Enrollment Group Detail** page displays, your current coverage will be shown with your plan amounts. Click the name of your health care provider. The Open Enrollment Choice Detail page will display.

9. Click the **Terminate Benefit** button.

10. You will be returned to the **Open Enrollment Group Detail** page. The message “You have asked to terminate this benefit in the new year” is displayed at the end of your current coverage.

If you are selecting **Blue Cross Blue Shield** or **Community**, continue with **Step 11**.

If you are selecting **Blue Care Network, Health Alliance Plan** or **Total Health Care**, skip to **Step 15**.
11. Click the name of your new health care provider and plan.

12. When the provider screen displays, click the radio button under the heading **My Choice**. Note: the **red asterisk** denotes a required field.

13. Click the **Add Choice** button to complete your selection. You will be returned to the **Open Enrollment Group Detail** screen.

14. On the **Open Enrollment Group Detail** screen, you will see the message “You have asked to start this benefit in the new year” is displayed at the end of your current coverage.

15. Click the **Next** button to complete the selection of your new health care provider.

   If you changed your mind or selected an incorrect health care provider, click the **Reset** button to cancel your selection. You can now begin again.

   **Skip to Step 23 to complete the process**

**Note:** If you select **Blue Care Network**, **Health Alliance Plan** or **Total Health Care** you must provide a Primary Care Physician’s first and last name, and their Physician ID Code for **everyone** enrolled in your plan. Children should have their pediatrician listed as their Primary Care Physician. We have provided a section at the end of this document for you to pre-record your PCP information needed in order to complete the Open Enrollment process.

16. Click the name of your new health care provider and plan.

17. When the provider screen displays, in the **Physician Details** section, you will see your name and the names of your dependents if you have any.

18. On the **Open Enrollment Choice Detail** page, you will find a link that will open a search function for finding doctors, services and facilities for that health care provider.

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**Medical Online Open Enrollment Instructions**
19. After locating your physicians and physician codes, enter them into the appropriate fields.

<table>
<thead>
<tr>
<th>Name</th>
<th>Physician Name</th>
<th>Physician Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerald Smith</td>
<td>1234</td>
<td></td>
</tr>
<tr>
<td>Sharon Jones</td>
<td>1423</td>
<td></td>
</tr>
<tr>
<td>Seth Faber</td>
<td>4521</td>
<td></td>
</tr>
<tr>
<td>Seth Faber</td>
<td>2341</td>
<td></td>
</tr>
</tbody>
</table>

20. Click the radio button under the heading My Choice. Note: the red asterisk denotes a required field.

21. Click the Add Choice button to select your new provider. You will be returned to the Open Enrollment Group Detail screen.

22. On the Open Enrollment Group Detail screen, you will see the message “You have asked to start this benefit in the new year” is displayed at the end of your current coverage.

23. Click the Next button to complete the selection of your new health care provider.

If you changed your mind or selected an incorrect health care provider, click the Reset button to cancel your selection. You can now begin again.

24. Click the Submit button to complete the open enrollment process. Critical: ANY changes you have made to your health care provider WILL NOT take effect until you click the Submit button!

25. To leave Online Open Enrollment, click the Exit link in the center of the page.

HMO Primary Care Physician Notes: If you select Blue Care Network, Health Alliance Plan or Total Health Care you must provide a Primary Care Physician’s first and last name, and their Physician ID Code for everyone enrolled in your plan. Children should have their pediatrician listed as their Primary Care Physician. This section is for you to write notes and to help speed up your Open Enrollment process online.

<table>
<thead>
<tr>
<th>Your Name(s)</th>
<th>Physician’s Name</th>
<th>Physician ID Code</th>
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<tbody>
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