

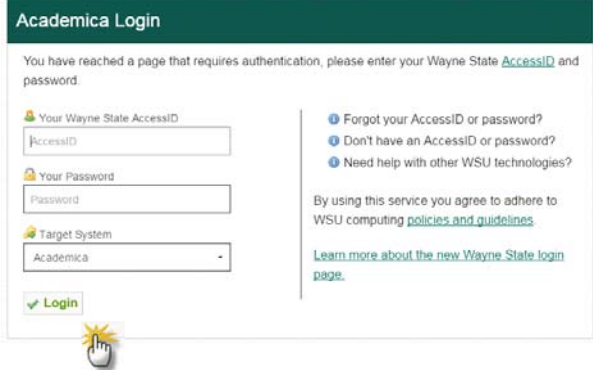
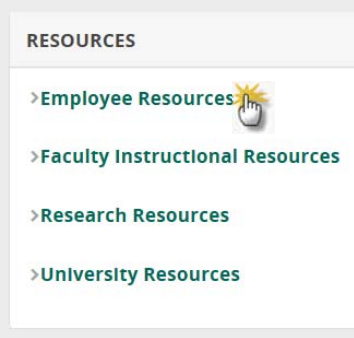
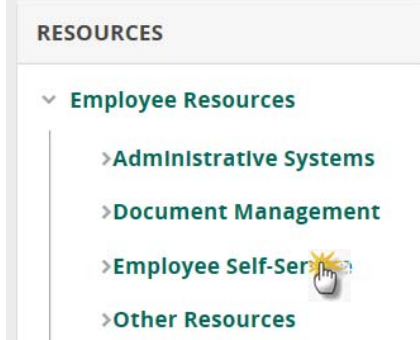


Medical Online Open Enrollment Instructions

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>).

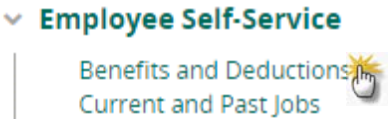
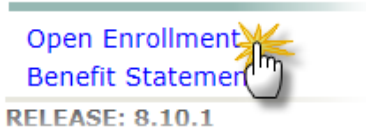
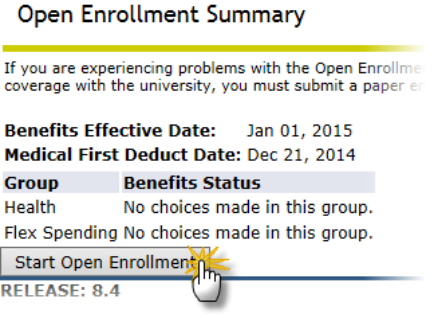
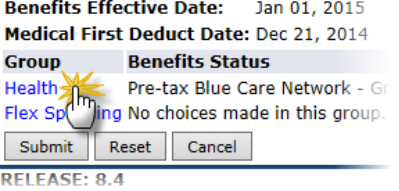
Open Enrollment: October 22 - November 2, 2018

- 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.

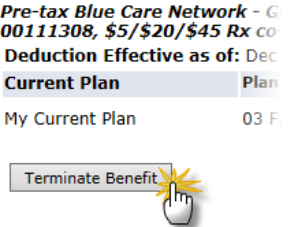

<p>1. Log into Academica http://a.wayne.edu</p> <p>Note: Be sure to disable the pop-up blocker for your internet browser.</p>	 <p>The screenshot shows the 'Academica Login' page. It includes a header, a message about authentication, and input fields for 'Your Wayne State AccessID', 'Your Password', and 'Target System' (set to 'Academica'). There is a 'Login' button and several links for help, such as 'Forgot your AccessID or password?' and 'Need help with other WSU technologies?'.</p>
<p>2. Under Resources, click Employee Resources.</p>	 <p>The screenshot shows a 'RESOURCES' menu with four items: 'Employee Resources', 'Faculty Instructional Resources', 'Research Resources', and 'University Resources'. A mouse cursor is pointing at 'Employee Resources'.</p>
<p>3. Under Employee Resources, click Employee Self-Service.</p>	 <p>The screenshot shows the 'Employee Resources' sub-menu expanded. It contains four items: 'Administrative Systems', 'Document Management', 'Employee Self-Service', and 'Other Resources'. A mouse cursor is pointing at 'Employee Self-Service'.</p>



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<p>4. Under Employee Self-Service, click Benefits & Deductions.</p>	
<p>5. Click Open Enrollment when the new page displays.</p>	
<p>6. Click the Start Open Enrollment button when the Open Enrollment Summary screen displays.</p> <p>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.</p>	
<p>7. Click the Health link. The Open Enrollment Group Detail screen will display showing your current health care coverage.</p>	

Terminating Your Current Coverage

<p>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.</p>	<table border="1"> <thead> <tr> <th>Plan</th> <th>Employee Deduction Amount</th> <th>Employer Contribution Amount</th> <th>Admin Fee Amount</th> </tr> </thead> <tbody> <tr> <td>03 Family</td> <td>122.10</td> <td>448.00</td> <td>0.00</td> </tr> </tbody> </table>	Plan	Employee Deduction Amount	Employer Contribution Amount	Admin Fee Amount	03 Family	122.10	448.00	0.00
Plan	Employee Deduction Amount	Employer Contribution Amount	Admin Fee Amount						
03 Family	122.10	448.00	0.00						
<p>9. Click the Terminate Benefit button.</p>									
<p>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.</p>									

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**.



Medical Online Open Enrollment Instructions

<p>11. Click the name of your new health care provider and plan.</p>	<p>Health Group Pre-tax Blue Cross Blue Shield Group# 46045003 Post-Tax Blue Cross Blue Shield Group# 46045003 deduction. Pre-tax Blue Care Network - Group# 00111308 - #1</p>				
<p>12. When the provider screen displays, click the radio button under the heading My Choice. Note: the red asterisk denotes a required field.</p>	<p>My Choice *</p>				
<p>13. Click the Add Choice button to complete your selection. You will be returned to the Open Enrollment Group Detail screen.</p>	<p>Pre-tax Blue Cross Blue Shield Group# 46045003, \$5/\$20 pay Deduction Effective as of:</p> <table border="1"> <thead> <tr> <th>Plan</th> <th>Employee</th> </tr> </thead> <tbody> <tr> <td>03 Family</td> <td>580.49</td> </tr> </tbody> </table> <p>Add Choice</p>	Plan	Employee	03 Family	580.49
Plan	Employee				
03 Family	580.49				
<p>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.</p>	<p>You have asked to start this benefit in Plan</p>				
<p>15. Click the Next button to complete the selection of your new health care provider.</p> <p>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.</p> <p>Skip to Step 23 to complete the process</p>	<p>Post-Tax Total Health Care</p> <p>Reset Next</p> <p>Post-Tax Total Health Care</p> <p>Reset Next</p>				

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.

<p>16. Click the name of your new health care provider and plan.</p>	<p>Pre-tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Pre-tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Post-Tax Health Alliance Plan - Group# 1-00187AD, \$5/\$20 pay Pre-tax DMC Care - Group# 054401, \$5/\$10 Rx co-pay</p>															
<p>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.</p>	<p>Physician Details *</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Physician Name</th> <th>Physician Code</th> </tr> </thead> <tbody> <tr> <td>Employee Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 1 Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 2 Name</td> <td></td> <td></td> </tr> <tr> <td>Dependent 3 Name</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Physician Name	Physician Code	Employee Name			Dependent 1 Name			Dependent 2 Name			Dependent 3 Name		
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<p>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.</p>	<p>http://www.providerlookuponline.com/HAP/po7/Search.aspx</p>															



Medical Online Open Enrollment Instructions

<p>19. After locating your physicians and physician codes, enter them into the appropriate fields.</p>	<p>Physician Details *</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Physician Name</th> <th>Physician Code</th> </tr> </thead> <tbody> <tr> <td>Health-Care Network</td> <td>Gerald Smith</td> <td>1234</td> </tr> <tr> <td>Health-Care Network</td> <td>Sharon Jones</td> <td>1423</td> </tr> <tr> <td>Health-Care Network</td> <td>Seth Faber</td> <td>4321</td> </tr> <tr> <td>Health-Care Network</td> <td>Seth Faber</td> <td>2341</td> </tr> </tbody> </table>	Name	Physician Name	Physician Code	Health-Care Network	Gerald Smith	1234	Health-Care Network	Sharon Jones	1423	Health-Care Network	Seth Faber	4321	Health-Care Network	Seth Faber	2341
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<p>21. Click the Add Choice button to select your new provider. You will be returned to the Open Enrollment Group Detail screen.</p>	<p>Add Choice</p>															
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<p>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!</p>	<p>Flex Spending FSA Dependent Care FSA Health Savings</p> <p>Submit Reset Cancel</p>															
<p>25. To leave Online Open Enrollment, click the Exit link in the center of the page.</p>	<p>RETURN TO MENU SITE MAP HELP EXIT</p>															

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.

Your Name(s)	Physician’s Name	Physician ID Code