



ARCHBOLD

— 2018 EMPLOYEE GUIDE —

OPEN ENROLLMENT

Look inside to see
what's new for 2018

2018 OPEN ENROLLMENT

AT A GLANCE

We know that your time and expertise are valuable, and to help you be at your best and make the most of your employment experience, we offer a comprehensive and generous benefits package that helps you and your family meet the challenges of everyday living. We strive to be a workplace of choice, and from high-quality medical and dental care benefits, to retirement benefits that help build wealth for your future, Archbold is proud to offer our employees one of the best benefits packages in the area.

During open enrollment, you can make changes to existing benefits or sign up for new benefits including:

- Health Insurance
- Dental/Vision Insurance
- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account
- Voluntary Life Insurance for yourself, your spouse, and your children
- Short-term Disability Insurance
 - Aflac Accident Insurance
 - Aflac Critical Illness Insurance
 - Aflac Hospital Indemnity Insurance
 - Aflac Permanent Life Insurance

2018 Open
Enrollment

October
9-27

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— LAWSON SYSTEM —

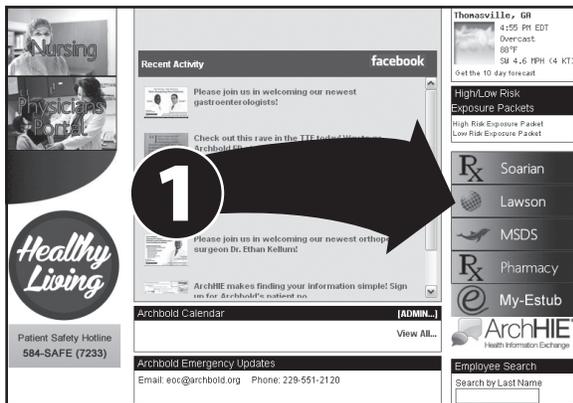
SELF ENROLLMENT

If you enroll on your own, make sure to send the supporting documents listed below by November 17 to the Benefits Department:

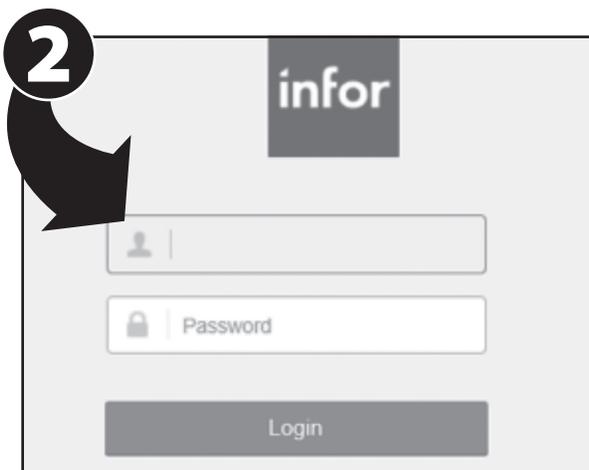
- Spouse affidavit
- Marriage certificate if adding your spouse for the first time
- Birth certificate if adding your child for the first time
- Evidence of insurability for life insurance for yourself and your spouse if you are signing up for new coverage or increasing coverage

Navigating the Lawson System

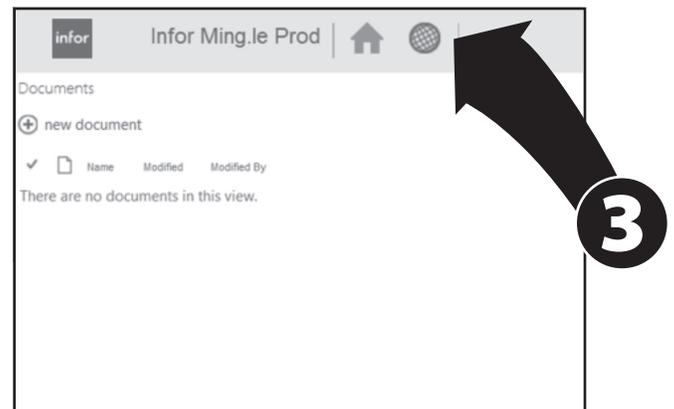
1. Navigate to Archweb and select “Lawson” on the right hand task bar.



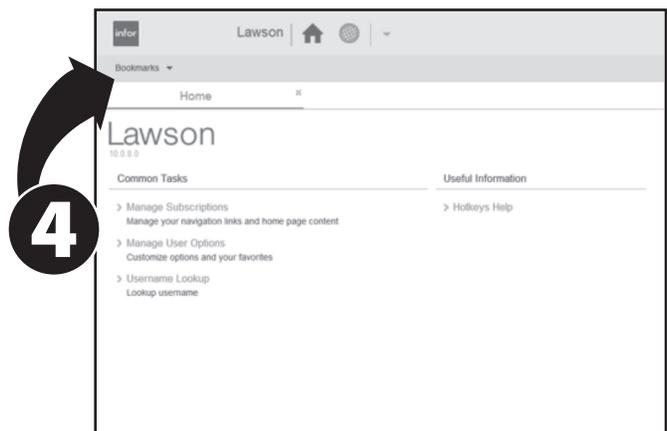
2. Your user ID is your employee number and your password is “AAmc” with the last 4 digits of your social security number (for example “AAmc1234”).



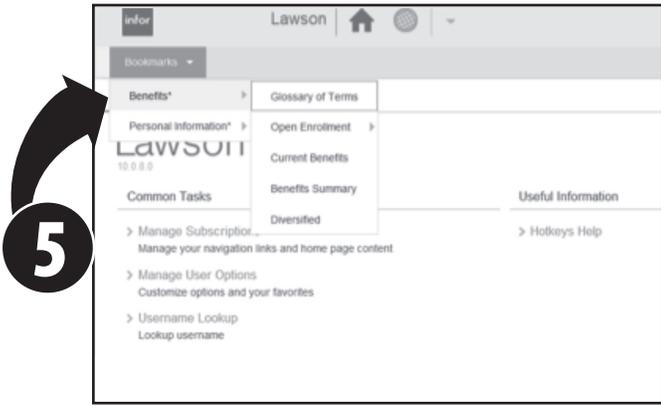
3. Top left corner you will see a circle next to the blue house. Click the circle.



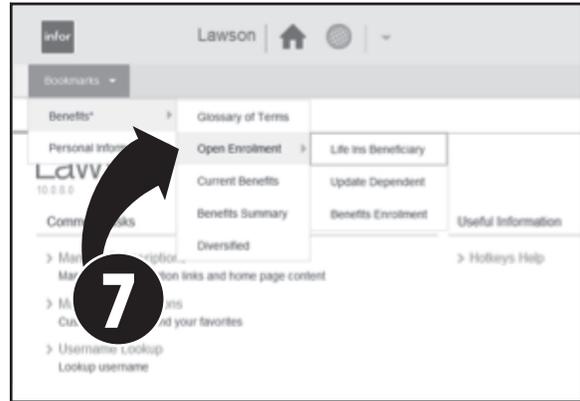
4. A screen may come up that states “working on it”, give Lawson a second to load. Click BOOKMARKS



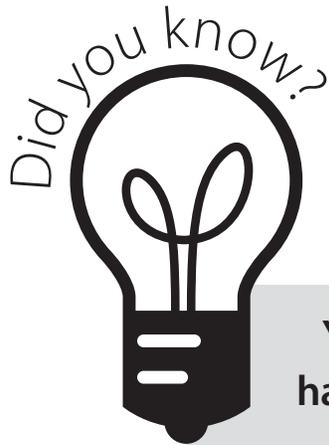
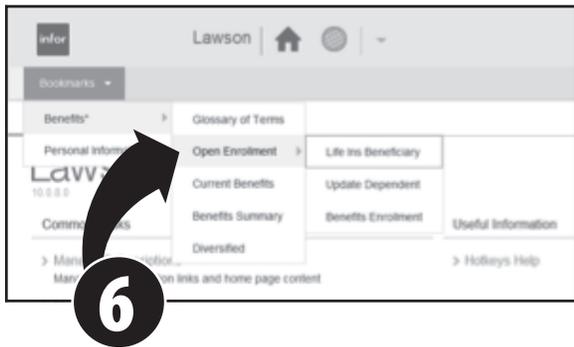
5. Hover over benefits, DON'T CLICK



7. CLICK benefits enrollment, you will be then prompted to another internet window to continue through your open enrollment.



6. Hover over Open Enrollment, DON'T CLICK.



You can request to have your password reset by emailing benefits@archbold.org.

HOW IT WORKS

EMPLOYEE BENEFITS PACKAGE

You must enroll within 31 days of your eligibility date. If you do not enroll for benefits within the 31-day eligibility period, you will have to wait for annual open enrollment to apply for benefits. No exceptions can be made to this provision. Eligible employees are full-time employees who are scheduled to work at least 30 hours per week.

Eligible Dependents for Benefits

If you choose to enroll dependents in your Archbold Medical Center Employee Health Plan and/or other benefits, your dependents must meet the criteria defined in the summary plan document. Proper documentation (marriage certificate/birth certificate/tax forms) will be required for your spouse and/or dependents enrolled in all coverages.

Qualifying Events

Since life has a way of changing, and some of these changes may affect your need for benefits, you may make a coverage change during the year if you experience a qualifying event. All changes must be made within 31 days of the event, unless otherwise stated. A qualifying event includes:

- Marriage
- Divorce
- Death
- Birth/Adoption of child
- Spouse's change in employment and/or benefits
- Change in your work schedule (FT/PT/PRN)
- Marriage of dependent child
- Loss of dependent status (60 days)
- Loss of eligibility for Medicaid or SCHIP (60 days)
- Eligibility for premium assistance under Medicaid or SCHIP program (60 days)

Contact the Benefits Department to see if you are eligible for a change.

Employee Status Change

If you have an employment status change from PRN or part-time to full-time, you have 31 days from your status change effective date to enroll in Archbold benefits. No exceptions can be made to this provision. If you do not enroll in benefits during this 31-day window, next year's annual open enrollment period or a qualifying event will be your next opportunity to add coverage.

Your Pre-Tax Benefits

Our benefits program is tax-effective in ways you may not even realize. For example, the premiums you pay for certain benefits (such as medical coverage) are deducted from your pay on a pre-tax basis. Because of this favorable tax treatment, IRS rules limit changes to your coverage during the year.

Annual Open Enrollment Time

This is the one time each year that you are allowed to add or change your benefits without a qualifying event—a rule established by government regulations—because you pay for the benefits with pre-tax dollars. Careful attention to this summary will help to ensure that your benefits meet your needs. During annual open enrollment, you may add or drop coverage or add or drop dependents. If you want to participate in Flexible Spending Account programs, you must re-enroll each year, even if you want your Flexible Spending Account levels to stay the same.

WHO IS ELIGIBLE?

ELIGIBILITY

	Full-Time (30+ hours/week)	Less than 30 hours per week and PRN
Health Insurance	✓	
Dental/Vision Insurance	✓	
Flexible Spending Accounts	✓	
Basic Life Insurance	✓	
Voluntary Life Insurance	✓	
Short Term Disability	✓	
Long Term Disability	✓	
Voluntary Benefits	✓	
Thrift Savings Plan 403(b)	✓	
Paid Time Off (PTO) and Extended Illness Bank (EIB)	✓	
Employee Pharmacy	✓	✓
Medical Service Discount	✓	
Employee Discount Program	✓	✓

— HEALTH — INSURANCE



— PRESCRIPTION — COVERAGE

Archbold is committed to offering high quality, low cost health insurance to our employees. By using Archbold providers and facilities for your healthcare needs, you are able to keep out of pocket expenses to the lowest level. Archbold shares the cost of the premium for eligible employees and their covered dependents.

- Bi-weekly premiums include coverage for health and prescription drugs and are on a pre-tax basis.
- You can earn a \$30 per pay period incentive for taking your annual Employee Physical and participating in the Health Advocates program if you have an identified medical condition (See Archbold Health Advocates on page 17).
- If you have an Employee Physical and have no identified conditions, you will meet the requirements to receive the \$30 per pay period wellness incentive.
- If you are a tobacco user, a \$50 per pay period penalty will be applied. If you enroll in and complete the Archbold Health Advocates Tobacco Cessation Program, you will receive a full refund of the \$50 per pay period penalty.

Your Medical Plan Choices

Archbold Medical Center Employee Health Plan is a self-insured medical plan that offers three tiers of coverage.

- Tier One— in-network services performed at Archbold by Archbold providers.
- Tier Two—in-network services not performed at Archbold by non-Archbold providers.
- Tier Three—all services are performed out of network.

Deductible per Calendar Year	Tier I	Tier II	Tier III
Employee	\$850	\$1,350	\$2,850
Family	\$1,700	\$2,700	\$5,700
Out-of-Pocket Maximum	Tier I	Tier II	Tier III
Employee	\$4,000	\$4,000	—NA—
Family	\$8,000	\$8,000	—NA—
Percentage Paid per Service	Tier I	Tier II	Tier III
Inpatient Hospital Services	80%	70%	50%
Office Visits	80%	70%	50%
Outpatient Surgery	80%	70%	50%
Urgent Care Center	80%	70%	70%
Emergency Room—\$100 copay per visit	80%	70%	70%

Health Insurance and Prescription Coverage Bi-weekly Rates

	EE Only	EE + SP	EE + Child(ren)	Family
With Wellness Incentive	\$27.50	\$510.00	\$190.00	\$235.00
No Wellness Incentive	\$57.50	\$540.00	\$220.00	\$265.00
With Nicotine Penalty	\$77.50	\$560.00	\$240.00	\$285.00
With Nicotine Penalty and no Wellness Inc.	\$107.50	\$590.00	\$270.00	\$315.00

Prescription Coverage

As a participant in Archbold Medical Center Employee Health Plan, you must use the employee pharmacy to fill prescriptions.

Archbold Medical Center Employee Health Plan participants can take advantage of \$6 minimum co-pay on prescriptions and convenient 90-day supply service for maintenance drugs.

PRESCRIPTION DRUG BENEFITS

Prescription Drugs (\$6 minimum co-pay)	
Out-of-Pocket Maximum per Calendar Year	
- Individual	\$1,600
- Family	\$1,600
Generics	80%
Brand name with no generic alternative	80%
Brand name with generic alternative	50%
Non-formulary drugs	



Should you ever receive a prescription after pharmacy hours that must be filled immediately, ask your provider for a 3 day prescription that can be filled at your local pharmacy. Make sure to send a copy of the prescription to the claims department with a note that you received after hours care.

FAQs

Health and Prescription Plan Coverage Frequently Asked Questions

Q: Is there a certain time I should enroll in the Archbold Medical Center Employee Health Plan or make changes to my benefits?

A: Open enrollment is held every year in the fall. During this time you can enroll or make changes to your benefits. All changes to Archbold Medical Center Employee Health Plan coverage must be made during open enrollment, unless a qualifying event occurs during the course of the year.

Q: Is my spouse covered under the Archbold Medical Center Employee Health Plan?

A: Your spouse can participate in the Archbold Medical Center Employee Health Plan only if they are not offered coverage through another source—with the exception of Medicare. If you opt to insure your spouse under the Archbold Medical Center Employee Health Plan, you must complete a spouse affidavit and provide supporting documentation on an annual basis.

Q: When can I enroll dependents in the Archbold Medical Center Employee Health Plan?

A: Dependents must be enrolled in the Archbold Medical Center Employee Health Plan during the open enrollment period. Dependents may be enrolled during the course of the year if a qualifying event occurs.

— OVERVIEW —

DENTAL + VISION

Dental and vision care is an important part of your overall health. Archbold's dental and vision plans are bundled together and do not include a mandatory network of providers. You can choose the providers you prefer to use for dental and vision services.

Dental Schedule of Benefits

Coverage	Annual Deductible	Waiting Period	Plan Pays Reasonable/ Customary Charges	Calendar Year Max	Type of Service
Routine	None	None	100%	\$1500 per person	<ul style="list-style-type: none"> Dental Exam Cleaning (1 per 6 months) X-rays (limits may apply)
Basic	\$50	None	80%		<ul style="list-style-type: none"> X-rays Oral Surgery (extractions, impactions) Space Maintainers Fillings
Major Dental Services	\$100	6 months	50%		<ul style="list-style-type: none"> Endodontics Periodontics Major Restorative Services (crowns, inlays) Prosthetics (bridges, dentures)
Orthodontic	None	6 months	50%	\$500	<ul style="list-style-type: none"> Treatment for proper alignment of teeth Dependent children under the age of 19 \$1500 lifetime maximum benefit

Vision Schedule of Benefits

Coverage	Annual Deductible	Waiting Period	Plan Pays Reasonable and Customary Charges	Calendar Year Max	Type of Service
Basic	None	None	100%	\$250 per person	<ul style="list-style-type: none"> Vision exam once every 12 months
Lenses, Frames or Contacts	None	6 months	50%		<ul style="list-style-type: none"> Lenses—1 per 12 months Frames—1 per 24 months OR Contact Lenses—4 boxes per 12 months

Dental and Vision Bi-Weekly Rates

	Employee Only	Employee + 1	Family
Bi-weekly Rates	\$16	\$26	\$37

ACCIDENT

— INSURANCE —

Designed to supplement employer-sponsored health coverage, Accident insurance pays specific benefit amounts for expenses resulting from non-work-related injuries or accidents. Hospitalization, physical therapy, intensive care, transportation, and lodging are some of the out-of-pocket expenses that this Accident insurance could cover. Coverage is available for you, your spouse, and your child(ren). You may also buy additional coverage for hospital confinement due to a covered sickness.

CRITICAL ILLNESS

— INSURANCE —

Critical Illness insurance can help supplement major medical coverage by helping you pay the direct and indirect costs associated with a critical illness or event. Conditions covered under this program can include heart attack, stroke, major organ transplant (for recipient), kidney failure, and paralysis. Cancer coverage may be added for an additional cost. The coverage also includes an annual health screening benefit. Coverage is available for you, your spouse, and your child(ren). Benefits are paid tax-free in a lump sum ranging from to be used at the claimant's discretion.

HOSPITAL INDEMNITY

— INSURANCE —

Hospital Indemnity Insurance is designed to help provide financial protection for covered individuals by paying a benefit due to hospitalization. Employees can use the benefit to meet the out-of-pocket expenses and extra bills that can occur. Indemnity lump-sum benefits are paid directly to the employee, based on the amount of coverage listed, regardless of the actual cost of treatment. The option of electing spouse and/or dependent coverage is also available.

PERMANENT LIFE

— INSURANCE —

In addition to providing death benefits to your designated beneficiaries, this Life insurance builds cash value that can be utilized while you are still living. At an affordable premium, you can have the added financial protection that you and your family may need during times of uncertainty. As long as your premium continues to be paid, your rate is guaranteed never to increase, and your benefit can never decrease! Coverage is available for you, your spouse, your child(ren), and your grandchild(ren).

*An Aflac representative will be on site to discuss pricing and to answer questions.

HEALTHCARE

FLEXIBLE SPENDING ACCOUNTS

	Full-Time (30+ hours/week)	Less than 30 hours per week and PRN
Health Insurance	✓	
Dental/Vision Insurance	✓	

FAQs

Healthcare Flexible Spending Accounts Frequently Asked Questions

Q: Do I have to enroll in Flexible Spending every year?

A: Participation in either of the flexible spending accounts does not continue automatically from year to year. You must reelect the coverage during each open enrollment period to participate the following plan year.

Q: Can I use Health FSA money for dependents, too?

A: Health FSA allows you to set aside money on a pre-tax basis to pay for eligible medical expenses for you and your dependents.

Q: When can I make changes to my Flexible Spending Account?

A: During the open enrollment period, you may make a new annual contribution election for the next plan year or choose not to enroll. If you have a mid-year qualifying event, you may be eligible to adjust your HFSA election.

Q: What expenses can I use my Flexible Spending Account for?

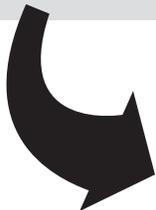
A: You must use the money in your Health FSA for IRS eligible expenses that are incurred in the same year you contribute it and while you are a participant. You cannot be reimbursed for expenses incurred before your participation begins or after your participation ends.

Q: Does the money in my Health FSA roll-over?

A: Starting in 2015, you are able to roll over \$500 of unused Health FSA money into the following plan year.

Q: How much money should I deposit into my Health FSA?

A: Use the worksheet below to help you add up the expenses you expect to have during 2018. This will help you decide how much to deposit into your Medical FSA.



	2017 Expense	2018 Projected Expense
Medical Deductible	\$	\$
Medical Coinsurance	\$	\$
Dental expense not covered by plan	\$	\$
Vision expense not covered by plan	\$	\$
Orthodontic care not covered by plan	\$	\$
Annual Total	\$	\$

DEPENDENT CARE

FLEXIBLE SPENDING ACCOUNTS

The Dependent Care Flexible Spending Account allows you to set aside money on a before-tax basis to pay for eligible day care expenses associated with caring for your children under the age of 13 and elderly or disabled dependents whom you claim as tax dependents. Your decision to participate in this voluntary account should be based on your needs and personal situation.

FAQs

Dependent Care FSA Frequently Asked Questions

Q: Can I use Dependent Care FSA for health-related expenses?

A: It is important for you to understand that the Dependent Care FSA cannot be used for healthcare expenses including medical, dental and vision expenses.

Q: What expenses can I use Dependent Care FSA money for?

A: The Dependent Care FSA can reimburse you for eligible daycare expenses that are incurred to enable you (and your spouse if you are married) to be gainfully employed or to look for work.

Q: How much can I contribute to the Dependent Care FSA?

A: You are able to contribute \$5,000 on an annual basis.

Q: Do Dependent Care FSA funds rollover?

A: Any unused funds at the end of the year will be lost.

Q: How much money should I contribute to the Dependent Care FSA each year?

A: Use the below worksheet to help you add up the expenses you expect to have during 2018. This should help you decide how much to deposit into your Dependent Care FSA.

	2017 Expense	2018 Projected Expense
Day Care/Nursery School/ Pre-School Expense	\$	\$
After- school Expense	\$	\$
Camp Expense	\$	\$
Adult Day Care Expense	\$	\$
Annual Total	\$	\$



PAID

LIFE INSURANCE

Your need for life insurance will vary with your age and responsibilities. The amount of insurance you buy should depend on the amount you wish to guarantee your dependents. Life insurance helps bridge the gap between the financial needs of your dependents and the amount of income and assets available from other sources.

Archbold Paid Life Insurance

If you are a full time employee scheduled to work 30 or more hours per week, Archbold provides you life insurance. This policy also includes accidental death and dismemberment coverage.

Archbold will also provide \$5,000 of life insurance, at no cost to you, for your spouse and children. To ensure your dependents are enrolled, make sure the Benefits Department has copies of your marriage certificate and your children's birth certificates.

FAQs

Paid Life Insurance Frequently Asked Questions

Q: As an Archbold employee, do I automatically get life insurance?

A: If you are a full-time employee working more than 30 hours per week, Archbold provides you life insurance at no cost.

Q: Do my spouse and children qualify for life insurance through Archbold, too?

A: If you are a full-time employee working more than 30 hours per week, in addition to the life insurance Archbold provides you, we also provide \$5,000 worth of life insurance for your spouse and dependents. For information on documentation needed to ensure your spouse and dependents are able to take advantage of this benefit, see info above on Archbold paid life insurance.

Q: Should I sign up for additional life insurance during open enrollment?

A: If you have others who depend on you financially, you may want to consider purchasing additional life insurance. Archbold's voluntary term life insurance policy through CIGNA may be a good fit for you. For more information on this option, see page 13 of this booklet or talk with one of our benefits specialists during open enrollment.

VOLUNTARY LIFE INSURANCE

Voluntary Life Insurance

Voluntary term life insurance is offered by CIGNA. This policy also includes an Accidental Death and Dismemberment policy. You can sign up for the lesser of 5 times your annual earnings or \$500,000. Your rates are based on your age as of January 1st.

You must complete the Evidence of Insurability paperwork if:

- You are enrolling for the first time during open enrollment.
- You are increasing over coverage over \$200,000
- Or you are trying to increase your coverage by an amount greater than \$10,000.

Voluntary Life	Bi-Weekly rate per \$10,000 of coverage
<25	\$0.3047
20-24	\$0.3047
25-29	\$0.3047
30-34	\$0.3536
35-39	\$0.5257
40-44	\$0.7067
45-49	\$1.1839
50-54	\$1.8065
55-59	\$2.9064
60-64	\$4.9824
65-69	\$7.1954
70+	\$17.7517

Voluntary Spouse Life Insurance

Spouse term life insurance is offered by CIGNA. This policy also includes an Accidental Death and Dismemberment policy. You can sign up for the lesser of 5 times your annual earnings or \$150,000. Your rates are based on your age as of January 1st.

You must complete the Evidence of Insurability paperwork if:

- You are enrolling for the first time during open enrollment.
- You are increasing coverage over \$20,000
- Or you are trying to increase your coverage by an amount greater than \$10,000.

Voluntary Child Life Insurance

CIGNA offers 4 levels of term life insurance for your children. Coverage is guaranteed issue.

Child(ren) Life	Bi-Weekly deduction
\$2,500	\$0.1400
\$5,000	\$0.2600
\$7,500	\$0.4000
\$10,000	\$0.5400

How to Calculate New Rates

Current Voluntary Life Insurance Amount:	\$
Additional Voluntary Life being applied for:	\$
Total:	\$
Divide by 10,000	
Enter rate based on your age (<i>as of Jan. 1</i>)	x
Multiply for your Bi-weekly post tax deduction	\$

Calculation Example Below: *If you are 42 years old and currently have \$50,000 of voluntary life insurance, and want to apply for an additional \$30,000 of coverage.*

Current Voluntary Life Insurance Amount:	\$ 50,000
Additional Voluntary Life being applied for:	\$ 30,000
Total:	\$ 80,000
Divide by 10,000	8
Enter rate based on your age (<i>as of Jan. 1</i>)	x \$0.7067
Multiply for your Bi-weekly post tax deduction	\$ 5.65

DISABILITY

— INSURANCE —

Archbold Medical Center partners with CIGNA to structure a disability insurance plan that takes care of employees in the event of sickness or a non-work related injury. Disability coverage can help you meet financial obligations if you are unable to work due to non-work related illness or injury.



Long Term Disability

Archbold pays for long-term disability insurance for all employees scheduled to work 30 or more hours per week. On this plan, covered employees will receive 60% of base pay once they have satisfied the 180 day elimination period.

Short Term Disability

Short Term Disability is an employee paid coverage that helps bridge the gap from the first day you miss due to a long-term illness or non-work related injury until Long Term Disability coverage can begin.

- Short-term disability coverage pays 60% of your base pay once you have satisfied the 30-day elimination period.
- If you are enrolling in short term disability, you will need to complete an evidence of insurability form.

How to Calculate Tax Deduction

How to calculate your bi-weekly post tax deduction for short-term disability:

Hourly pay rate: \$ _____ x 80 hours x 0.01057 = \$ _____

Hourly pay rate: \$ 9.54 x 80 hours x 0.01057 = \$ 8.07

FAQs

Disability Insurance Frequently Asked Questions

Q: When and how can I sign-up for short-term disability benefits?

A: You can sign-up for short-term disability during open enrollment.

There are two ways to make changes:

1. Use the self-service through the Lawson system. To access your account through Lawson, go to Archweb, scroll down and click on "Lawson" on the right.
2. Meet with an Archbold Human Resources representative during an open enrollment session.

— OVERVIEW —

OTHER BENEFITS

PTO and EIB

Full Time and Part Time Employees budgeted 30 hours per week receive PTO (Paid Time Off). PTO is accrued every pay period based on your tenure with Archbold:

Tenure	Accrual Rate
<3 years	22 days/year
3–9 years	24 days/year
10+ years	28 days/year

You can accumulate up to 30 days or 240 hours of PTO. Once you reach the maximum PTO accumulation you have two options:

- Opt to receive up to 5 days paid out in cash
- Roll the excess into your EIB

Your Extended Illness Bank (EIB) can accumulate up to 60 days or 480 hours. You trigger the use of your EIB when you have been out for more than 40 hours due to a personal illness or you are hospitalized overnight.

403(b)

Archbold partners with TNB Financial and Transamerica to offer you a way to save for retirement. All Archbold employees are eligible to participate in the plan and depending on hours worked, you may also qualify for an Employer match of 50% of the first 4% of pay deferred.

As of August 2017, the maximum voluntary contribution for 2017 is \$18,000 and employees over age 50 may make additional “catch-up” contributions of up to \$6,000. Rates are subject to change based on IRS guidelines.

You are able to change your contribution to the plan at any point during the year.

Contact Katherine Bannister for more information at 229.227.5036 or kbannister@archbold.org

Employee Pharmacy

Employees and their eligible dependents can purchase prescriptions from the hospital pharmacy at a HUGE savings! All prescriptions must be paid for upon receipt. Payroll deduction is available up to 2 pay periods.

Discounts

Archbold has partnered with area gyms to provide you with discounts on monthly fees:

- YMCA of Thomasville, Bainbridge, and Moultrie
- Factor X Fitness Center
1314 E. Jackson Street, Thomasville
229.236.2348
- Anytime Fitness Center
31 W. Broad Street, Camilla
229.336.9951
- Pelham Fitness Center
450 Barrow Ave., SW, Pelham
229.294.4558
- Cairo Fitness Center
171 Martin Luther King Jr. Ave, Cairo
229.377.9057
- Fitness Life of Cairo
311 8th Ave., NE
Crossing Shopping Center
229.397.5433

Gym memberships can only be discontinued during the determined enrollment/disenrollment period. For questions about these memberships, contact Sherri Palmer at 229.227.5046.

OTHER BENEFITS

— CONTINUED —

Archbold Health Advocates

Archbold is committed to improving the health of our employees and Archbold Medical Center Employee Health Plan enrollees by detecting health risks and providing the resources to overcome these risks at no extra cost.

Covered Conditions

- Diabetes
- Asthma
- Hypertension (with a co-morbid condition)
- High Cholesterol (with a co-morbid condition)
- BMI 40 and up
- Psoriasis
- Crohn's
- Rheumatoid Arthritis

Participants are identified through annual physical exam, self-reporting, or health claim analysis:

- Basic Physical
- Blood work—*Only required for employees enrolled in the Archbold Medical Center Employee Health Plan; otherwise voluntary but required for DM participation/incentive*
- PPD
- Height/Weight—BMI

Offers:

- Individual Coaching
- Printed educational materials
- Referrals
- Continuous Monitoring
- Free monitoring equipment and supplies
- Medications
- Tobacco Cessation
- Classes

Free Medications

- DM Formulary
- Basic Copay for non-formulary (employee choice)

Premium Incentives for participation

- \$30 per pay period for program compliance
 - » Complete employee screening
 - » Have no identified conditions or if identified meet participation requirements

The benefits listed on this page are available at no cost to you.



CIGNA Secure Travel

When you travel over 100 miles from home on company business or vacation, CIGNA Secure Travel is there to help. If you find yourself needing medical assistance, legal referrals, translation assistance, help with emergency travel plans, or more, call 1-888-226-4567 or email cigna@europassistance-usa.com.

CIGNA Health and Wellness Discounts

Get big discounts and special offers on products and service you use every day with the CIGNA Health Rewards program. Save on weight management and nutrition, vision and hearing care, fitness clubs, quitting tobacco programs and more. Go to www.cigna.com/rewards (password: savings).

CIGNA Will Preparation and Estate Planning

Help protect you and your family's financial future. This simple, online will preparation tool lets you create a customized will built around your state-specific laws. You can also create other legal documents, like a living will and power of attorney document. It's easy, safe and secure. Go to www.cignawillcenter.com.

CIGNA Identity Threat

User CIGNA's online tips and prevention kit to help stop identity theft before it happens. If your identity is stolen, CIGNA can help. Just call a personal case manager for step-by-step help with everything from identity theft to credit card fraud to emergency travel arrangements. Real-time support is available anytime, from anywhere in the world. Call 1-888-226-4567 to get help. Let your case manager know you're in the CIGNA Identity Theft program, group #57.

IMPORTANT CONTACTS

Claims Department Health, Dental, and Vision Insurance

phone.....229.227.5030 • 1.866.565.3560

email..... amc_claims@archbold.org

Disability Claims

CIGNA..... 1.800.36.CIGNA

Employee Assistance Program..... 229.228.2210

Employee Pharmacy 229.228.8008

Human Resources..... 229.227.5040

Archbold Health Advocates 229.584.5540

Benefits Enrollment Coordinator 229.227.5095

Benefits Leave Coordinator 229.227.5049

Benefits Manager 229.227.5075

Workers Compensation Coordinator 229.227.5076

Benefits email benefits@archbold.org

Transamerica Retirement Services

phone.....1.800.755.5801

web.....www.trsretire.com/webportal/retire/index.html

Voluntary Benefits

Benefit Communication Specialist... 229.227.5044

web..... www.aflac.com

2018 OPEN ENROLLMENT SCHEDULE

ACC

October 24 1pm–5pm

Administrative Services Building

October 10 8am–11am

October 17 8am–12pm

October 24 8am–12pm

Archbold Memorial Hospital

East Tower Classroom

October 9 7am–7pm

October 12 7am–11am

October 16 7am–12pm

October 18 5pm–9pm

October 23 7am–7pm

October 27 7pm–1pm

Archbold Primary Care

October 10 3pm–5pm

Brooks County Hospital

October 20 7am–12pm

Grady General Hospital

October 25 7am–12pm

Glenn-Mor Nursing Home

October 17 2pm–4pm

Mitchell County Hospital

October 19 7am–12pm

Oncology

October 12 1:30pm–5pm

Pelham Parkway Nursing Home

October 19 1:30pm–4pm

SGSA

October 16 2pm–4pm

Urgent Care Center

October 10 1pm–2:30pm

Visiting Nurses Association

October 11 8am–1am