



WILLIAMSON COUNTY GOVERNMENT Benefits Department

Williamson County Health Plan Open Enrollment for 2017

Open enrollment for 2017 will be done online and all employees must complete the process regardless if making changes to their current benefits. The Williamson County Benefits Department has implemented a new benefits system and we need your help to ensure that all information was transferred correctly.

The 2017 open enrollment portal will open on October 1, 2016 and close October 31, 2016. All changes made during open enrollment will be effective on January 1, 2017.

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You will receive at your home address, your benefit statement which provides your current coverage, per pay period deductions, your personal information on file, your covered dependents and your beneficiary information. It is important that you verify all your information. If any of your information needs to be changed or updated, you can do this through the online process. It is important that you verify your address, dependent names, dates of birth and social security numbers for accuracy.

2

The online open enrollment process will take you step by step so you can:

- ✓ Determine if you need to add or drop medical, dental, flexible spending account or voluntary benefits.
- ✓ Determine if you need to add or drop any dependents.
- ✓ Determine the amount you want to contribute into your flexible spending account. If you wish to continue this benefit or are enrolling for the first time for 2017.
- ✓ Determine the amount you want to contribute to your health savings account (HSA). If you wish to continue this benefit or are enrolling for the first time for 2017.
- ✓ Name beneficiaries for your life insurance policies.

By following the online process, it will provide you coverage details and any pay period cost change. Plan information can also be viewed by visiting the Williamson County Benefits website @ www.williamsoncounty-tn.gov/mybenefits.

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The top right corner of the benefit statement you receive in the mail will provide the benefit enrollment website information, your employee ID and employee PIN so that the online process can begin on October 1, 2016. You can log into the open enrollment portal at 12:01 a.m., October 1, 2016 by going to the website;

<https://www.aflacatwork.com/enroll>

Your Employee ID: is the first 4 letters of your last name and the last 4 digits of your social security number

Your PIN: your PIN is the last 4 digits of your social security number and the last 2 digits of your birth year.

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The online benefits system is easy to use and will walk you through all benefits available, giving you the option to make changes or keep your benefits the same for 2017. Once you have completed the process and confirmed your benefits for 2017, print your revised benefit statement for your records.

HELPFUL INFORMATION FOR OPEN ENROLLMENT

PHARMACY BENEFIT CHANGES effective January 1, 2017:

There are 4 changes within the prescription benefit plan that will be effective January 1, 2017.

1. Out of Network Pharmacies

Effective 1/1/2017 Walgreens and CVS pharmacies will be out of network. When getting that 1x fill at a local pharmacy participants must use a Cigna in-network pharmacy, there are no benefits for out-of-network pharmacies. Remember, you still must use Cigna mail order for maintenance medications.

2. Specialty Pharmacy – Medications dispensed through the Cigna specialty pharmacy will be filled at a maximum of a 30 day fill.

The next 2 changes will not impact all participants. If you are taking a medication that falls under either of these programs, you will get additional information from Cigna to help you prepare for the change on January 1, 2017. If you do not receive correspondence from CIGNA then you can continue with the medication you are taking and need to do nothing.

[2017 In-Network Pharmacy Directory](#)

3. Step Therapy, this program promotes the use of clinically proven alternative medications which represents lower cost therapies.

[Step Therapy Value Prescription Drug List](#)

4. Value/Advantage formularies - This program removes certain high cost drugs to maximize affordability while preserving access to medically necessary medications.

[2016 Value Prescription Drug List](#)

MEDICAL AND DENTAL PLANS:

NO Change to benefits

Per pay period cost for dependent coverage remains the same for 2017

Deductible, Coinsurance and Out-of-Pocket maximums are remaining the same for 2017

LONG TERM DISABILITY and/or SUPPLEMENTAL LIFE INSURANCE:

If you see an increase to your Long Term Disability and/or Supplemental Life Insurance premium, this is due to increase in salary and/or age change. When you go through the online open enrollment process, any change in your premium for 2017 that is due to salary or age will be reflected at that time.

Why are my beneficiaries not listed for my Life Insurance policy and/or Long Term Disability benefit?

The Williamson County Benefits Department has gone paperless! Prior elections of beneficiaries were done on paper and still are the beneficiaries you have on file until you go through the 2017 online open enrollment process. When going through the open enrollment process please make your beneficiary election when asked to provide that information. This will ensure your beneficiary information is current and correct.

HELPFUL DOCUMENTS:

[2017 Health Plan Options Booklet](#)

[2017 Summary of Benefits and Coverage Deductible Plan with Health Savings Account](#)

[2017 Summary of Benefits and Coverage Deductible Plan](#)

[Which Drugs are covered under your plan in 2017](#)

Contact any of the staff in the Williamson County Benefits Department with questions regarding open enrollment.

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