



Enrollment Form Instructions

******PLEASE PRINT CLEARLY******

1. To apply, all enrollees, must please complete an **ENROLLMENT** form in its entirety.
Name, SSN, DOB, Address, Coverage Type and Member Type, sign & date.
2. For **Individual Coverage** you will need to have your Social Security card so that it can be copied for our records.
3. For **Family Coverage** you will need to have:
 - a. Marriage Certificate/Divorce Decree
 - b. Birth Certificates for **ALL** covered dependents
 - c. Social Security cards for **ALL** covered dependents
4. If your spouse is employed and has no other coverage, you'll need to have a letter from their employer indicating that they are not eligible for coverage.
5. Completed form, with supporting documents (copies) **MUST** be returned to the Benefits Coordinator within 30 days of your hire date.

*******Please keep in mind that once you are enrolled, you MUST report any "Qualifying Events" such as Marriage, Birth of a child, loss of other coverage or death, to the Benefits Coordinator within 30 days of the event.***

If you have any questions please call your District Benefits Coordinator. Ext 15539

Thank you

Deborah Heppes— Chairman
Orange-Ulster Boces

Shaye Wercberger - Secretary
Kiryas Joel School District



Matthew Bourgeois
Plan Administrator

Important Health Plan Telephone/Websites

Participating Provider Organization (PPO)

Whenever accessing medical care, use a network provider whenever possible to maximize your Plan benefits, and reduce your out of pocket costs.

Call **BC/BS Network**
1-800-810-2583
www.bcbs.com
Member = OUH

Health Plan Benefits/Claims

When you have questions regarding Plan coverage, eligibility or claims:

Call **INDECS Corp:** 1-888-4INDECS
1-888-446-3327

www.indecscorp.com

Medical/Surgical Pre-Certification Health Reach Disease Management

If I need general advice about diabetes, arthritis or other diseases, or if I am planning to have surgery or be admitted to the hospital for elective treatment, who should I call?

Call **Health Care Strategies, Inc.**
1-800-764-3433 24/7
www.hcare.net

Prescription Drugs

What medications are preferred to help reduce my out-of-pocket costs?

Call **CVS/Caremark:**
1-844-345-2792
www.Caremark.com/startnow

Mental Health/Alcohol or Substance Abuse

My child (or me) is experiencing emotional stress. Who can I see?

The Health Plan's EAP
(Employee Assistance Program)
Call **Catholic Charities** to speak with a counselor
1-800-962-7487
www.catholiccharitiesoc.org

If further treatment is required
Call **Quantum Health**
1-888-214-4001
www.accessqhs.com

Chiropractic/Physical Therapy

Has chiropractic or physical therapy services been limited under our Plan?

No, but to receive maximum available benefits, you will want to use an Optum Health network provider or call them to secure precertification for maximum benefits.

Call **Optum Health**
1-888-471-0117

The Health Plan Office
Call 845-781-4890
www.ouhealth.org

Telemedicine Services

LiveHealth Online is a convenient, online telemedicine service administered by Anthem BCBS.

Sign up on
www.livehealthonline.com

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You can download the app to any mobile device.
LiveHealth Online Mobile

Advanced Radiology

If you need an MRI, Cat scan or PET scan, use a **US Imaging** network facility and, if your doctor provides pre-notification to HealthCare Strategies, your scan will be paid in full by the Plan – that is no cost to you.

Have your doctor call HCS for pre-notification before you go to US Imaging.

HealthCare Strategies
1-800-764-3433

If your doctor does not provide pre-notification, the applicable co-pay applies

Quest Lab

If you need lab services, use a **Quest** Lab facility and pay a \$5.00 Co-Pay.
1-800-646-7788

www.questdiagnostics.com