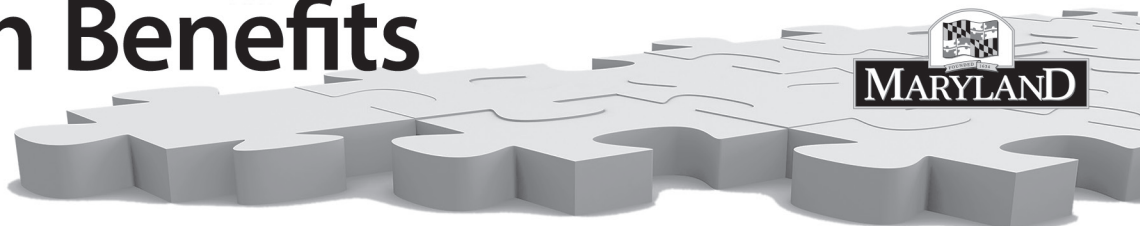


# Health Benefits

*Putting the pieces  
together to improve  
your health*



## Important Open Enrollment Information for Direct Pay Enrollees

**Open Enrollment Period: October 13, 2016 – November 15, 2016**

**For Plan Year: January 1, 2017 – December 31, 2017**

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To help you prepare for Open Enrollment, enclosed you will find a personalized Open Enrollment benefit statement with information about your current benefit enrollment **as of August 26, 2016**.

Please review your enclosed Open Enrollment benefits statement and the January 1, 2017 - December 31, 2017 Benefits Guide for information on benefits, eligible dependents, required documentation and further instructions.

If you do not wish to make changes to your current benefits, **you do not need to do anything**. All current benefits will automatically roll over to the new plan year, with the exception of your Healthcare Flexible Spending Account (if eligible).

If you wish to make a change to your current benefits, enroll in a plan for the first time, or cancel coverage you will need to complete the enclosed enrollment form. Enrollment forms are also available online at [www.dbm.maryland.gov/benefits](http://www.dbm.maryland.gov/benefits) under the Forms tab, which can be completed and saved on your computer. Print, sign and submit per the instructions below.

For Contractual, Part-Time, Leave of Absence – Personal (LAW-P) and Leave of Absence for On-the-Job Injury (LAW-OJI) employees, you will need to submit your signed and dated enrollment form to your Agency Benefit Coordinator (ABC) for their signature prior to the close of business on November 15, 2016. Please retain a copy for your records. Forms not signed by both the enrollee and the ABC will not be processed and will be returned.

If you are on approved Military leave, or under the Consolidated Omnibus Budget Reconciliation Act (COBRA), you must mail your enrollment form **postmarked** no later than **November 15, 2016** to:

Employee Benefits Division  
Attention: Enrollment Unit  
301 West Preston Street, Room 510  
Baltimore, Maryland 21201  
email: [enrollment.ebd@maryland.gov](mailto:enrollment.ebd@maryland.gov)

Premium payment coupons will be mailed late December 2016 for the Plan Year January 1, 2017 - December 31, 2017 for all Direct Pay enrollees. However, if you have outstanding premiums for the plan year January 1, 2016 – December 31, 2016 and a payment is received, your payment will be applied to unpaid premiums first, before being applied to the new plan year beginning January 1, 2017.

Premium payments are due by the first of each month, but you are given a grace period where payment must be postmarked by the end of the month. If payment is not received by the first of the month, your benefits will be placed on a “withhold care” status with the benefit carriers until payment has been received. If payment is not received by the end of the grace period, your benefits will be terminated. If enrollment is cancelled because the required payment is not received, you will not have the opportunity to enroll again until the next Open Enrollment, **if eligible. These payment procedures will be strictly enforced!**

Contact the Employee Benefits Division for Open Enrollment assistance at 410-767-4775 (or toll-free at 1-800-307-8283), Monday thru Friday, 8:30 am to 4:30 pm Eastern Time, or email questions to [ebd.mail@maryland.gov](mailto:ebd.mail@maryland.gov)