

ADMINISTRATIVE PROCEDURES

Enrollment material can be obtained from the conference Office of Administration. Enrollment forms must be completed, signed and returned to that office within 30 days of the employee's date of hire or family status change. If the 30-day time period is not met, an election of "No Coverage" is assigned (**although the salary paying unit is still responsible for payment of the appointee's premium in the case of mandatory categories of participants**) and the employee would be eligible for coverage at the next open enrollment opportunity. Upon receipt of enrollment forms, the General Board of Pension and Health Benefits will inform the insurance provider and the participant should receive election material and appropriate insurance cards within a reasonable period of time.

The monthly health insurance billing is mailed to the appropriate local church, agency, or individual on the 1st of each month and the payment is due in the conference office by the 20th of that month. Premiums not received by the next billing period are considered "past due" and so marked on the next month's bill. Termination procedures begin for any accounts more than 60 days in arrears. District Superintendents are informed each month of those churches with past due balances.

Participants will receive annual election materials each fall prior to the Open Enrollment period from the General Board of Pension and Health Benefits with instructions for changing or maintaining health coverage for the next calendar year. GBOPHB will also provide claim forms, MRA and DCA forms at the beginning of each calendar year. Additional forms may be obtained at www.gbophb.org or from the conference Office of Administration.

Denial of benefits policies and appeals procedures are those of the HealthFlex insurance carrier and GBOPHB.