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Department of Administration Organizational Circular No.: 2017-023

AUG 25 2017

To: All Employees
From: Director, Department of Administration
Subject: FY2018 Health Insurance Open Enrollment Period September 5, 2017 – September 22, 2017

Hafa Adai! We are pleased to announce that the Government of Guam has successfully concluded the FY2018 Group Health Insurance (GHI) negotiations. Employees will be able to continue to elect from up to three (3) health insurance providers for the FY2018 GHI Open Enrollment (OE) Period: NetCare, SelectCare & TakeCare. Subscribers may elect to enroll in the HSA2000 and PPO1500 plans. The OE Period is an opportunity to enroll, cancel and receive the proper information with regards to enrollment and general inquiries towards the FY2018 GHI program.

Below are highlighted changes and information relevant to the FY18 GHI program:

- Subscribers are strongly urged to review brochures and listing of provider clinics they wish to access when seeking medical or emergency care. **Some providers may not have a contract with certain local clinic(s) and hospital(s). This may result in high out-of-pocket cost to members or the possibility that a claim may not be covered.**
- Benefit changes: Mental Health co-pay \$20; Urgent Care co-pay \$20; Non-Formulary Drug co-pay \$60; and Specialty Drug co-pay \$100. *Subject to deductible under the HSA2000 plan.
- **Insurance representatives will be available at the following locations & dates:**

LOCATION	DATE	TIME
Hagåtña Shopping Center Center Court	-Tuesday, Sep. 5 th through Thursday, Sep. 7 th -Tuesday, Sep. 19 th through Friday, Sep. 22 nd	10:00am through 6:00pm
Micronesia Mall Concourse 3	-Tuesday, Sep. 12 th through Thursday, Sep. 14 th	10:00am through 6:00pm
ITC Building, DOA Executive Conf. Rm. Personnel Division, 2 nd Floor	-Tuesday, Sep. 5 th through Thursday, Sep. 7 th -Tuesday, Sep. 12 th through Thursday, Sep. 14 th -Tuesday, Sep. 19 th through Friday, Sep. 22 nd	10:00am through 4:00pm

*Please note schedule is subject to change. Please contact your personnel office for confirmation.

The Department of Administration will be hosting a Benefits Fair in conjunction with the OE Period on Friday, September 8, 2017 at the University of Guam Calvo Fieldhouse, from 10:00am to 2:00pm. Representatives from the 3 insurance providers will be available on-site. Additionally, various Insurance Providers and Community Organizations and Partners, not contracted with the Government of Guam, will be present to market their products & services. Administrative leave may be granted for employees who wish to attend the fair and off-site sessions (for line agencies, refer to DOA Personnel Rules & Regulations §8.402).

Subscribers who do not make any changes will continue with their current provider/plan at the new rate. Subscribers are advised to complete the necessary forms should they wish to make any changes to their provider/plan. Subscribers who wish to transfer their provider/plan must complete a cancellation form for the current provider/plan and an enrollment form for the new provider/plan. The coverage effective date will be Sunday, October 1, 2017, with the first deduction of new rates taking effect on PPE 10/14/2017. Rates are attached for your reference.

Should you have any questions, you may contact the Human Resources Division at 475-1179/1296. *Si Yu'os Ma'ase.*

Senseramente,

Christine W.P. Baletto, Director