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September 9, 2022

DEPARTMENT OF ADMINISTRATION CIRCULAR NO.: 2022-029

To: Department & Agency Heads
From: Director, Department of Administration
Subject: FY2023 Group Health Insurance (GHI)
RE: Open Enrollment – September 13 – 26, 2022

Buenas yan Hafa Adai! Further to DOA's Organizational Circular 2022-028, this to advise all department and agency heads of the FY2023 Group Health Insurance (GHI) Open Enrollment (OE) commencing on September 13th and ending on September 26th, 2022. It is requested that department heads allow their employees the opportunity to attend virtual presentations or meet with insurance representatives during the FY2023 OE Period.

In light of the government's decision to award self-insured contracts for pharmacy and dental coverages, autonomous department heads are advised to remit both the government and employee/retiree's health insurance premiums to the Department of Administration (DOA), Division of Accounts. The Division of Accounts will be responsible for remitting the premiums to the respective carriers for the fully insured plans: TakeCare medical, SelectCare medical, Foster Plan medical (for SelectCare). DOA will also remit the Third Party Administrator (TPA) fees to TakeCare for the self-insured plans. The TPA will provide operational services such as claims processing and benefits management for the government. Premiums for the self-insured plans will be maintained in separate funds by DOA. The self-insured plans are TakeCare pharmacy (Rx) and TakeCare dental.

Autonomous Agencies and departments are advised to remit payments via ACH with supporting data in excel format. The supporting data must be emailed to the Division of Accounts at: jr.john.camacho@doa.guam.gov, helen.legaspi@doa.guam.gov, marygrace.edrosa@doa.guam.gov, and gaudencio.rosario@doa.guam.gov. The data should have **summary total count and amount by plan and by class** for DOA to easily calculate the amount due for the Rx admin fees and pharmacy premium. Account information for remittance of medical premiums will be forthcoming. Account for dental remittance will remain status quo. Please email the Division of Accounts should you have any inquiries or concerns regarding payment method.

Departments and agencies will continue to send the back-up payment details (enrollments, cancellations and other changes on qualifying events) to the carriers for their respective plans. Any audits, discrepancies relating to enrollment or premiums is the responsibility of your respective agency. It is crucial that department personnel and payroll offices conduct audits on invoices received from the insurance carriers. Failure to conduct audits may result in overpayment of premiums or loss of coverage due to non-payment.

Department heads are further advised to timely remit premiums to the Department of Administration at the close of each pay period. Furthermore, departments must advise the carriers by reporting any members who are no longer employed with your department or who have made any class changes via a cancellation form. Carriers will continue to invoice departments should they not be aware of a change to an employee or retiree's coverage.

Senseramente,

Edward M. Birn, Director
Department of Administration