

# OPEN ENROLLMENT *is here!*

## APRIL 10 – MAY 8, 2013

### 2013 Benefits Open Enrollment includes:

- Health Insurance
- Health Insurance Buy-Out Option
- Dental Insurance
- Vision Insurance
- MetLaw Benefit
- UMASS Sick Leave Bank  
(for non-unit, SHARE and NAGE employees)
- Long-Term Disability (LTD) – Enrollment ends June 14, 2013 for October 1, 2013 effective date

**No action required in plans listed above unless you are making changes.**

### QUESTIONS? Our Human Resources Service Center Team is here to answer your questions.

**PHONE: 508-856-2282** | Monday – Friday, 8:00 a.m. – 4:30 p.m.

**EMAIL: Benefits.UMMS@umassmed.edu**

**ONLINE: [www.umassmed.edu/hr/benefits](http://www.umassmed.edu/hr/benefits)**

### NEXT STEPS? If you are enrolling or making changes, please go online to [www.umassmed.edu/hr/benefits](http://www.umassmed.edu/hr/benefits) for:

#### Review of Plan Details

- Click on the appropriate “Benefits Summary” document on landing page for benefit plan details
- Click on “2013-2014 GIC Benefit Decision Guide” on landing page **OR** go to GIC’s website at **[www.mass.gov/gic/bdgs](http://www.mass.gov/gic/bdgs)** for health plan option details
- Check whether your doctors and the affiliated hospitals participate in the plan

#### To Enroll or Make Changes to a Plan

- Click on the specific enrollment form/change form located within the designated left horizontal plan tab. For example, click on “Dental Insurance Plan” tab. Then click on “Cigna Dental Enrollment Form” under “Quick Links”
- Complete the enrollment form/change form and follow the directions as indicated to submit form

