

The PA Advocate

June 2018



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Easier Administration With Enrol-ME Online™

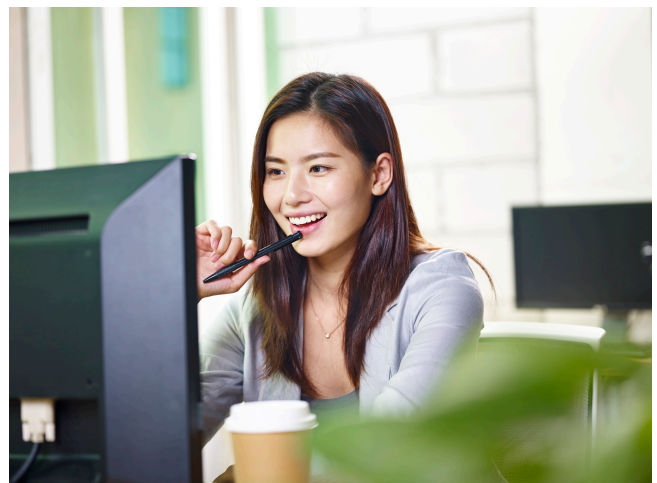
Benefit enrolment has never been easier. With Enrol-ME Online™ your employees can enrol themselves in your benefits plan from their phone or computer. No forms. No fuss.

Enrolment can be completed in 3 simple steps:

1. As the Plan Administrator, enter basic employee information in WEBS® and confirm their effective date. If you have several employees to enrol at one time, you can simply provide GroupHEALTH with a spreadsheet containing the information for each of the eligible employees for automatic upload.
2. Your employee receives an email inviting them to enrol for their benefits online. The employee can enrol from anywhere, on any device, at any time with the ability to purchase additional optional coverage.

3. Once the employee's enrolment is complete, their information is automatically uploaded to WEBS® and they are set up on your group benefits plan. The process is simple, quick, and accurate!

Contact your Benefits Specialist or Client Services Representative to learn more about how Enrol-ME Online™ can make your administration easier.



Keeping Your Records Up To Date

Annual Overage Review

As summer approaches and school lets out, it's the perfect time to confirm dependent eligibility. WEBS will automatically generate an application with your with billing statement for any employees with an over-age dependent child. Employees must complete the application as of the date indicated on the form in order to keep the dependent on the plan.

If you receive your billing statement by email and these forms are applicable, you will receive a separate email indicating the forms are available for you on WEBS®. If you receive your bill by mail the applicable forms will also be sent to you by mail.

As the Plan Administrator you can update the over-age dependent information directly into WEBS or provide it to GroupHEALTH to have us update it for you.

Annual Earnings Review

Have any of your employees had changes to their annual earnings this year? Have you reported these changes to GroupHEALTH?

It is extremely important that you as an Employer or Plan Administrator are keeping employee earnings up to date as benefit payments are typically based on the annual earnings reported.

If you have a number of employees to update at one time, please let your Benefits Specialist or Client Services Representative know and they will provide you with an excel spreadsheet that can be directly uploaded to WEBS® to save you time.



Upcoming Webinars What is the EE Screen?

Attend a webinar and find out! Join us for our next webinar on **June 20, 2018** and learn how to:

- Enrol new employees online
- Make changes to existing employee records
- Request new oneCards, or print copies on demand
- View electronic billing statements and milestone notifications
- Exchange files in a secure environment
- Use the reporting feature to export billing premium information

If it's been awhile since your last WEBS® webinar, we know we can teach you some useful tips to take you to Superuser status and make your job easier!

WEBS® and Enrol-ME™ are designed with the Plan Administrator in mind to save you time, streamline your processes, and keep your benefits administration accurate. Attending a webinar will help you maximize the systems you use every day.

Register today for the next webinar!

- **Date:** Wednesday June 20, 2018
- **Time:** 10:00 AM - 11:00 AM PST
- **Go to:** <https://attendee.gotowebinar.com/register/9182056078403292418>
- **Webinar ID:** 917-099-851

Questions about webinars at GroupHEALTH?

Contact your GroupHEALTH Client Services Representative, Benefits Specialist, or Advisor Partner for more details.

Simple steps to help your benefit dollars go further

FOR
YOUR
BENEFIT

Your employer sets you up on the group plan, now what?

Before you max your benefits out, consider some simple ways you can save yourself, and your plan money. Being conscious of the way you spend your benefit dollars helps your employer continue to sustain your plan for years to come, and saves you in out-of-pocket expenses too!

SAVE MONEY AT THE PHARMACY



Drug mark-ups

There is no limit on drug price mark ups meaning, mark ups can vary by pharmacy and even by chain location. The price you pay for the same drug at one pharmacy, can cost you more at another location. Do your research to find the best rates.



Dispensing fees

Pharmacies can charge a varying fee for dispensing your medication, shop around to find the lowest rate. You can also ensure your maintenance medication isn't being dispensed in 30-day quantities when it could be dispensed in 90-day quantities. This cuts out two unnecessary fees.



Generic vs. brand name drugs

Generic drugs are a safe and equally effective alternative to brand name drugs and are often 15% of the cost. Biosimilar drugs are another lower cost option that can be discussed with your doctor. Asking your pharmacist about generic alternatives can have a big impact on your savings.



Money at the dentist

Every province has a recommended dental fee guide. Make sure the services you are being billed for are within this recommended fee range and that you are being treated based on your oral health condition, and not your benefit maximum.



Paramedical practitioner fees

These services are usually based on a 'reasonable and customary fee' but can vary between practitioners. Research the fees charged by practitioners in your area and make your choice based on quality and value.



Medical equipment

There are no standard fees for medical equipment. It makes sense to shop around and find the best quality at a reasonable price.