Division of Human Resources

HealthLine

A Publication of the Department of Personnel & Administration

October 2012

Flu-Shot Clinics

The Department of Personnel & Administration (DPA) has worked with the State's medical insurance vendors and various departments to establish a series of flu shot clinics this fall for State employees *and their dependents*. As these clinics will be co-sponsored by both Kaiser Permanente and UnitedHealthcare, **employees and dependents covered under the State medical plans can receive their flu shots at NO COST** (with their medical ID cards). Clinics are open to all State employees and their dependents, not just those of the department hosting the event.

Employees insured by other companies may be able to also receive the shot at NO COST if the insurance company is affiliated with UnitedHealthcare's flu-shot company, Mollen (more information below). Employees with coverage not affiliated with Mollen, or without medical insurance, or who forget their medical ID cards, can still receive a flu shot, but will have to pay $25.

UnitedHealthcare (UHC) Members

- Flu shots administered by Mollen Immunization Clinics, UHC's flu-shot vendor (on-site, see schedule).
- Flu shots available for covered employees and dependents.
- Children must be age four (4) or over.
- Must present UHC medical ID card to receive shot at no cost ($25 without insurance card).
- Pre-registration is available at Mollen's State registration site https://register.flushotsusa.co/StateofColorado (password: Colorado). Advance registration is recommended as it helps to skip paperwork the day of the clinic.
- Note—If you forget your medical ID card, the cost is $25 per person.

Kaiser Permanente (KP) Members

- Flu shots administered by KP nurses (on site, see schedule).
- Flu shots available for covered employees and dependents (age 19 or older).
- Must present KP medical ID card to receive shot at no cost (shots *are not available* from KP without insurance card—see next section).

(***Clinics*** *continues on following page)*

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Not covered by State insurance/ No medical insurance/Forget insurance ID card

If you don't have State insurance, or no medical insurance, or forget your insurance ID card, you can receive a shot from UHC's flu-shot vendor, Mollen. ➜

- Mollen works with a number of other insurance companies. If your coverage is with one of their listed companies, bring your medical ID card to receive your flu shot at no cost. Go to **flushotusa.com** for a list of insurance companies affiliated with Mollen.
- If your insurance is *not* with a company that works with Mollen, you can still receive a flu shot from them at a cost of $25 per person.
- No medical insurance—cost is $25 per person.
- Forget insurance ID card—cost is $25 per person.
- Cash/checks/debit and credit cards are all accepted by Mollen.
- Available for employees and dependents. Note—Children must be age four or over.

Location	Address	Building/Room	Time	Parking/Security
October 22				
Colorado Mental Health Institute—Fort Logan	3520 W. Oxford, Denver, 80236	B106	8:30 am–10:30 am	Enter hospital's main door at 3520 W. Oxford. State ID/driver's license needed for security.
CDOT	4201 E. Arkansas, Denver, 80222	Room 225	11:30 am–1:30 pm	Parking in front, enter through main entrance. State ID/driver's license needed for security.
Colorado State University (Fort Collins)	Lory Student Center (LSC)	Room 228	3:00 pm–5:00 pm	Metered spaces in LSC lot; more at **parking.colostate.edu**
October 23				
Department of Public Safety	700 Kipling, Lakewood, 80215	First floor training room	8:30 am–10:30 am	Visitor parking spaces only at 700 Kipling. DO NOT PARK at 710 Kipling.
Colorado School of Mines	1651 Elm Street, Golden, 80401	Student Rec. Center, Media Room (Rm. 125)	11:30 am–1:30 pm	See **www.mines.edu**
Colorado Community College System	9101 E. Lowry Blvd., Denver, 80230	Bldg. 959, Foundation Room	3:00 pm–5:00 pm	Free parking south side of building
October 24				
Dept. of Labor & Employment/ Dept. of Personnel & Admin.	633 17th Street (17th & California), Denver 80202	12th Floor	9:00 am–12 noon	metered parking/pay lots & garages
State Capitol	200 E. Colfax, Denver, 80203	House Committee Room 0109 (basement)	1:30 pm–4:30 pm	metered parking on surrounding streets

Alternatives if you are unable to attend a flu-shot clinic

For those unable to attend these flu-shot clinics, there are other options. Review details below and find more information in the **September issue of *HealthLine***.

Kaiser Members

Employees and dependents covered under Kaiser can visit Kaiser's medical offices to receive no-cost flu shots. Call Kaiser's 24-hour flu-shot hotlines for office locations and hours—Denver/Boulder 303.344.7600; Southern Colorado 1.866.868.7091; Northern Colorado members call member services at 1.800.632.9700. Kaiser Southern and Northern Colorado members can also visit their primary care physician who is part of the affiliated network of providers.

UnitedHealthcare Members

Employees and dependents covered under UnitedHealthcare can visit area Walgreen's, Target and Rite Aid stores and present their medical ID cards to receive no-cost flu shots. These employees and dependents may also visit their regular *in-network* physicians to receive no-cost flu shots.

No Medical Insurance

Employees without medical insurance can visit **www.immunizecolorado.com** to find a listing of nearby flu shot clinics and costs. Click on "Find a Vaccine Clinic Near You," enter a zip code, and choose "influenza" for vaccine type.

FY 2011–12 Claims: Submit by October 15

FSA Forum

If you had a Flexible Spending Account (FSA) last plan year (FY 2011–12, July 1, 2011–June 30, 2012) and you still have a balance in that account, you have until **October 15, 2012,** to submit your FY 2011–12 claims for reimbursement. Any balances in an FY 2011–12 FSA as of October 16, 2012, will be forfeited.

Submitting an FSA claim for last year (FY 2011–12)

- ✔ Claims must be for eligible expenses that were incurred between July 1, 2011–June 30, 2012**.**
- ✔ You must submit a COMPLETE AND ACCURATE claim, which includes the ASI claim form and ALL necessary documentation. The form can be found at **www.asiflex.com**. Click on "Claim Forms" and in the list on the next page, find the form for State of Colorado employees.

Three Ways to Submit Claims

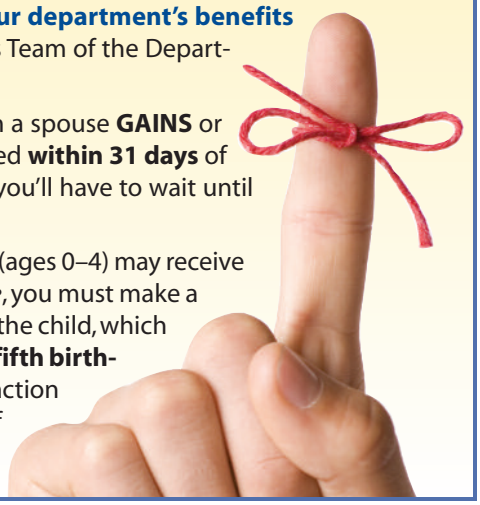
1. ASIFlex offers online claims submission at **https://my.asiflex.com**, which is accessed via username and password. If you have not set up your account, you will need the ASIFlex-assigned PIN, which can be found on the original FSA enrollment confirmation from ASIFlex. ***Online submissions—completed no later than October 15, 2012.***
2. Claims may be faxed to ASIFlex at their toll-free fax claims number, 1-877-879-9038. ***Faxed claims—received in the ASIFlex office no later than October 15, 2012.***
3. Claims can be mailed to**:**
   ASIFlex, P.O. Box 6044
   Columbia, Missouri 65205-6044
   Mailed claims—POSTMARKED no later than October 15, 2012.

Don't know your PIN or have other questions? Contact ASIFlex by phone at **1-800-659-3035**, M–F, 6am–6 pm, or Saturday, 8 am–noon.

Review account information, claims payment, available funds, and eligible expenses or find more about claim submission requirements on the Web at **www.asiflex.com**. If you have not set up your username and password, you will need your PIN, which you can find on your original FSA enrollment confirmation from ASIFlex.

Updates & Reminders

- **Is Your Spouse Going Through Open Enrollment at His/Her Job?**—Many companies are, or will soon be, going through their annual open enrollment for benefits, to be effective January 1. If your spouse is making a change that will impact your benefits with the State, be aware that you'll need to make any corresponding changes to your State benefits by December 31, 2012, so that your changes will be effective January 1. Contact **your department's benefits administrator** for specifics on making changes, or contact the Employee Benefits Team of the Department of Personnel & Administration at **303.866.3434/1.800.719.3434**.
- **31-day Window for Changes**—For events such as **BIRTH** or **MARRIAGE** or when a spouse **GAINS** or **LOSES** benefits with their job, any change to your state benefits must be completed **within 31 days** of the event. Day One is the date of the event itself. If you miss this 31-day window, you'll have to wait until the next Open Enrollment to make your change.
- **Change Dental Coverage When Child Turns 5**—Dependent children under age 5 (ages 0–4) may receive dental insurance under the State plan at no additional cost. *Once the child turns five*, you must make a decision: to either drop the dental coverage for the child or retain the coverage for the child, which means moving up to the next tier in premiums. You have **31 days from the child's fifth birthday** to change the coverage tier to include the child (the birthday is Day 1). If no action is taken, the child's dental coverage will be automatically terminated at the end of the month in which the child turns five.



Delta Dental Website

Dental Insurance

Delta Dental's website has all of the information a subscriber needs to successfully manage a family's dental insurance needs. Access the website at **www.deltadentalco.com**—you'll need a username and password (first time users will need to register first).

Once logged into the site, subscribers can quickly and easily do the following.

- ✔ View and print member ID cards
- ✔ Find a dentist or specialist—clear and comprehensive search results that make sense to users
- ✔ Check on the status of a claim
- ✔ View benefits
- ✔ Sign up for electronic EOBs (explanations of benefits)
- ✔ Find oral health and wellness information

Also available are member benefit reports, with a clear overview and breakdown of dental benefits. Maximums remaining—how much in covered services before a member reaches the annual maximum—are clearly listed.

In addition to the website, Delta's Automated Call Center is available 24 hours a day, seven days a week at **1-800-610-0201.** Live agents are also available if the information cannot be found using the web or the self-service features of the call center.

Access the website at **www.deltadentalco.com**. Access the 24-hour Automated Call Center at **1-800-610-0201.**

Will Preparation and Legal Services

Included in Your Life Insurance Benefits

Will preparation and legal services are available to all employees who are covered by the Minnesota Life state-paid basic life insurance plan. The program is designed to help employees ensure their estate passes to the people they want it to pass to. Millions of Americans never create a will, which means other people decide how to distribute the assets.

Find more information at **www.lifeworks.com** (see username and password information below) or call 1.877.849.6034.

Username: will
Password: preparation

Key Features of the Program

- ✔ **Consult with an attorney**—You are entitled to a free 30-minute initial conversation, in person or over the phone, with an attorney in Colorado. You may discuss *any* current or future legal matters, or you may have the attorney review documents. To be matched with an attorney in your area, go to **www.lifeworks.com** or call 1.877.849.6034. After your initial consultation you may retain your attorney at a 25% discount off the normal hourly rate. However you are not obliged to retain your attorney.
- ✔ **Create wills, financial power of attorney, living will or final arrangements**—You can create a legally valid will and other legal documents at **www.lifeworks.com**.
- ✔ **Receive referrals to local attorneys and mediators**—You may request a referral to an attorney in your area at any time by calling 1.877.849.6034.
- ✔ **Get your legal questions answered**—A vast library of legal information and resources is available for your reference at **www.lifeworks.com**.