Enrollment Checklist

Use this checklist to help you through the enrollment process. Emory’s Medical House Staff annual enrollment period is Friday, May 27 to Friday, June 10, 2016. Changes are effective on July 1, 2016.

Before Enrollment:
Before enrollment begins, take the time to educate yourself on all of the benefit options that are available to you. Visit the Medical House Staff enrollment website at www.hr.emory.edu/mhsenrollment for tools, resources and other important benefit information.

☐ Review this 2016-2017 Medical House Staff Benefits Guide carefully. The POS medical plan has changed for 2016-2017; make sure you fully understand the changes.

☐ New Hires, attend New Hire Orientation to learn more about your benefits options and receive important information.

☐ New Hires, decide if you want to enroll in a Flexible Spending Account (Healthcare and/or Dependent Day Care). Your FSA election will be for July 1, 2016 through December 2016 only. You will be given the option to re-elect in the fall for the 2017 calendar year.

During Enrollment:

☐ Actively enroll between Friday, May 27 through Friday, June 10, 2016. If you are currently enrolled in medical benefits and you don't make a change to your medical plan election, your current coverage will roll over.

☐ Complete the spouse/SSDP medical certification and tobacco-use certification. The spouse/SSDP medical certification must be done annually. If this certification is not completed, you will automatically incur the additional $50 monthly medical charge if you cover your spouse/SSDP on your medical plan. For the tobacco-use certification, if you certify that you and/or your spouse/SSDP have used tobacco products in the last 60 days, you will be charged an additional $50 per month per person ($100 per month if both you and your spouse/SSDP use tobacco). You will complete the certification online using Self-Service (http://leo.cc.emory.edu). See page 7, “Steps to Enrolling” for step-by-step instructions.

☐ Review your beneficiary(ies) and make changes, if necessary.

☐ Once you have completed your enrollment online, save or print a copy of your confirmation, review it for accuracy, and retain it for your records. This is your only record of your enrollment.

After Enrollment: