Effective July 1st, 2018 – NEW! Benefits Enrollment Process
UPDATED July, 2019

Did You Know?

There have been critical changes to the way your staff are enrolled into health and ancillary insurance beginning this plan year.

- UMR | United Healthcare (medical insurance company) and Guardian (dental, vision, and Voluntary Life insurance company) will no longer accept any faxed, mailed or scanned enrollment forms.

- NEW! Enrollment into these insurances is now done electronically via the benefitsCONNECT system (www.benefitsconnect.net/archofno)

Please contact Myndi Savoy (msavoy@arch-no.org) if you or your site administrator need to be given a username and login.

  o If a staff person’s enrollments, changes or terminations are not put into the benefitsCONNECT system in a timely manner (within 30 days of the event), then they will not be enrolled into or terminated from medical insurance.

- Qualifying Event Changes

  o If your staff person has a qualifying event (marriage, birth or adoption of a child, loss of coverage, etc.), this can easily be entered into the system and changes will be made to all insurance carriers at once.

- Affordable Care Act (ACA) Compliance Reporting

  o This new system will capture your staff’s enrollments, as well as their covered dependent information, all of which is required under the ACA reporting.

  o All of the required 1095 and 1094 documentation will automatically be generated based on the information in the system.

Please be sure that your Office has appointed a designated User in the benefitsConnect System for your location.

If you have any questions, please contact the Office of Human Resources:

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