

Greetings!

What you need to know:

- ✚ The effective date of coverage/termination is the date in which the qualifying event took place for Birth, Marriage, Divorce, and Loss of other coverage.
- ✚ The Effective date of coverage/termination is the end of the month in which the event took place for Death, Gain of other coverage, and Over age dependent.
- ✚ We prepay for most insurances therefore, we may have to recoup missed premiums or a difference in premiums.
 - You have a baby April 14th; you already paid for your April premiums out of your March paycheck. We will have to collect the difference in March premiums to accommodate your plan coverage level change.
- ✚ Your rate may change. Refer to the Premium Rate sheet on our Website (link below).
 - <https://www.lsuhsoc.edu/administration/hrm/docs/2021%20Premium%20Rates.pdf>
- ✚ We cannot process incomplete forms or forms without the appropriate documentation. Docs listed below.
 - Marriage – Spouse’s Social Security Card & Copy of Marriage License
 - Birth – Copy of the birth letter from the hospital (Birth Certificate and SS Card will be required when you receive it)
 - Death – Copy of the Death Certificate
 - Loss of other coverage – SS Card of all dependents being added (Birth Cert for Children, Marriage License for Spouse as well) in addition to a letter (includes date lost and all individuals on the plan) providing proof of lost coverage
 - Gain of other coverage – Letter showing proof of new enrollment including the effective date and name

What you need to do:

- ✚ You have **30 days** from the date of your qualifying event to provide us with all required material. Remit information is located below.
- ✚ Complete a GB01 Enrollment form for Medical change. (Include Required Documents!)
 - <https://info.groupbenefits.org/docs/OGBforms/Agencies/GB01currentrevised2112020v2.pdf>
- ✚ Other Enrollment forms (Dental/Vision) are located on our website.
 - <https://www.lsuhsoc.edu/administration/hrm/benefits-about2.aspx>

After reviewing, if you still have questions please reach out! This is not an extensive list, just the common.

**Best Regards,
LSU HSC New Orleans Benefits Team**

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