New Year brings Changes to the Division of Insurance

The Department of Finance and Administration introduced significant changes in the processing of employee and retiree insurance information. The more noticeable change is the name. Originally called the Division of Insurance Administration, the office is now Benefits Administration.

Benefits Administration, which is located in Nashville, has had a complete overhaul. With the addition of more personnel and a new computer system, Benefits Administration is attempting to improve the processing of thousands of state employee insurance enrollments and changes. Naturally with change, challenges are to be expected. In the beginning stages, it could take 6-8 weeks to input an employee’s insurance change or enrollment information. Now that the Annual Enrollment and Transfer Period has passed, the staff at Benefits Administration are hard at work to decrease keying time, increase productivity and serve employees more effectively. Benefits Administration has also changed how information is sent employees. Originally, all correspondence regarding your coverage, including dependent eligibility was mailed from the UTHSC insurance office. Now all correspondence will be mailed directly to your home from Benefits Administration. If you receive a letter from Benefits Administration, please read it carefully and respond to any requests in a timely manner. Prompt action will prevent unwanted changes in coverage for you or your dependents!

The UTHSC insurance office will continue to work closely with Benefits Administration and employees during this transition. We are confident the new processes will prove to be a positive change. If you are currently experiencing issues with coverage, please contact the Insurance office for assistance. Employees are also encouraged to contact Benefits Administration directly at 1-800-253-9981.

2009 Insurance Premiums and Co-Payments

The State Insurance Committee has changed insurance premiums for 2009. The change occurred after employees were informed of new premiums prior to the Annual Enrollment Transfer Period this past fall. This last minute decision has caused confusion for some. The Insurance office hopes this information will help employees understand these changes and what should be expected when paying for medical care and prescriptions.

Originally, the State Group insurance premiums were increasing 4% for 2009. Upon the economy continuing a downward spiral, the Insurance Committee determined it best to rescind their original decision and premiums would remain the same as the 2008 premiums. Although the Committee rescinded the premium increase, the increase in co-pays, deductibles (if applicable) and prescription co-pays remained. If you are unsure what your new co-pays and deductibles are, please go to our website and review the 2009 Medical Plans Comparison chart: www.state.tn.us/finance/ins/comp09.pdf. If you need more details, feel free to contact the insurance office at 448-5577 or 448-8547.
NEW! STANDARDIZED TEST TAKING PREPARATION

The Human Resources Department is proud to offer standardized test taking preparation for those considering graduate school. The prerequisite class, Test Taking Strategies for Standardized Tests, provides a general overview of test taking skills as well as cognitive strategies aimed at showing more of what you know on exams.

Additional classes will focus on the reading comprehension and verbal reasoning sections of the GRE® and GMAT® exams. The reading comprehension for the GRE® and GMAT® will be combined in two sessions, followed by a separate series of classes for each exam. Six additional sessions of GRE® classes will be held on Tuesdays and four additional sessions for the GMAT® will be held on Thursdays.

It is recommended that participants take the pre-requisite class on February 18th and both sessions of the Reading Comprehension classes. Classes are structured so that material covered is sequential and builds upon previous concepts.

Class schedules and enrollment instructions can be found at www.utmem.edu/hrtraining. Choose the GRE/GMAT Prep Classes link.

CERTIFICATION UPDATE

The Communication Certification and UT Leaders Lighting the Way–Part 1 Certification were introduced to the Health Science Center campus in 2007 and 2008, respectively. Both programs have been received very well.

We are proud to report that Daniece Mackie, Sr. Administrative Assistant in the Department of Internal Medicine was the first employee on our campus to complete the certification.

Francine Rogers, Biological Safety Office in the Research Compliance area and Carol Taylor, Administrative Aid in the Pharmaceutical Sciences Department have both completed the Communication Certification and UT Leaders Lighting the Way–Part 1 Certification. These employees have, with the support of their managers, successfully completed 32 hours of training for these certifications.

This year, changes to both certifications have been made. When both programs were introduced some classes were included on each curriculum. Therefore, if an employee completed a class that was within both curricula, they received credit for the one class toward the 32 hour requirement for both certifications. **Beginning January 2009, this has been changed. All classes taken may now only count toward one certification program.**

Some changes have been made to courses within both programs. Classes have been taken out and others have been added. Employees who took the Introduction to Communication class in 2008 will have the option to take classes from the original curriculum or the new curriculum. Those who take the Intro class in 2009 must complete classes within the new curriculum.

Go to www.utmem.edu/hrtraining and click on the Communication Certifications link for more information.
Benefits Staff preparing for the Fair

BCBS representative Amy Jordan speaks with UT employee.

Felecia Shaw from the Office of Equity and Diversity takes a moment to smile for the camera.

Workers Compensation Reminders!

Do....

♦ report all injuries to supervisor immediately even if you choose not to seek treatment
♦ seek medical treatment from approved provider or hospital
♦ complete, sign and submit original State of TN Accident and Supervisor reports to the Workers Compensation office at 910 Madison Ave. Ste 727
♦ give complete details describing the injury
♦ inform supervisor and Workers Compensation office of any days off due to the injury
♦ call in your claim if the Workers Compensation office is closed at 866-245-8588
♦ contact your Workers Compensation office at 448-5577 or visit www.utmem.edu/hr/insurance/workers.htm for forms and additional information.
♦ work with care and use all safety equipment required to prevent a workers compensation claim

Snap Shots!

Benefits Fair 2008

Benefits Staff preparing for the Fair

BCBS representative Amy Jordan speaks with UT employee.
## Welcome New Hires!

<table>
<thead>
<tr>
<th>November 2008</th>
<th>December 2008</th>
<th>January 2009</th>
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<tbody>
<tr>
<td>Justin Casey</td>
<td>Amira Ahmed</td>
<td>Timothy Hottel</td>
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<tr>
<td>Mary Fryman</td>
<td>William Bodeen</td>
<td>Takako Kita</td>
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<tr>
<td>Cynthia Griffiths</td>
<td>Harris Cohen</td>
<td>David Longstreet</td>
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<tr>
<td>Anastasios Karydis</td>
<td>Melody Cunningham</td>
<td>Kim Stuckey-Schrock</td>
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<td>Harriet Lang</td>
<td>Beatrix Del Rio Lagar</td>
<td>Kian Modanlou</td>
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<tr>
<td>Gary Maclin</td>
<td>David Desso</td>
<td>Terry Trojan</td>
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<tr>
<td>Iva Pendelton</td>
<td>Belinda Fleming</td>
<td>Louis Phillips</td>
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<tr>
<td>Virginia Swartz</td>
<td>Raynard Hill, Sr.</td>
<td>Usha Nair</td>
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<tr>
<td>Leona White</td>
<td>Ying Jin</td>
<td>Lorin Hall</td>
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- Performance Evaluations are due in HR by **Tuesday, March 31st**. Contact Damon Davis at 448-5604 if you have any questions.

- Renita Mattox is now the contact person for the Temporary Help Pool. Please contact her directly at 448-5524 or email: [rmattox@utmem.edu](mailto:rmattox@utmem.edu)

- Barbara Patton was recently selected as our Administrative Services Assistant for Human Resources and can be reached at 448-5600.

- Compensation Manager Damon Davis and wife Connie welcomed their daughter Cassidie Davis on October 13, 2008. Cassidie weighed 7lbs 12oz and was 21 inches long. **CONGRATULATIONS!!**