## STEPS TO ENROLL IN COUNTY OF ORANGE RETIREE HEALTH INSURANCE

- Step 1:Once you notify OCERS of your Intent to Retire, you will receive a package from the Benefits Center with all your health options. **Review the package** carefully.
- Step 2: If you and/or your dependent are age 65 or older, you should enroll in Medicare 90 days prior to your retirement date. You must be enrolled in Medicare Part A (if eligible at no cost) and Part B to be eligible to receive the Retiree Medical Grant.
- Step 3: **Submit documentation of Medicare enrollment** to the Benefits Center.
- Step 4: Make your new Retiree Health Plan
  Election you have 30 calendar days
  from the date on your Intent to Retire
  package to accept the Automatic
  Benefits Coverage or select a new
  health plan. Keep in mind:
  - CIGNA is not offered to retirees.
     If you have CIGNA HMO, you will need to select another health plan.

- Enrollment in Medicare
   Advantage plans must be
   approved. In most cases you
   will remain in your current
   health plan until approved. If
   you are in CIGNA, you will be
   placed in the Premier Wellwise
   PPO plan pending approval.
- Step 5: Review your Benefits
  Confirmation Statement for accuracy. It will reflect your coverage while pending any approvals.
- Step 6: Follow any instructions for submitting the Kaiser Medicare Advantage enrollment form, if applicable. Respond to any questions from the health plans if they call you to verify information.
- Step 7: **Pay** your health plan premium invoices; OCERS deductions will start 2-3 months after you retire.

## **IMPORTANT ITEMS TO REMEMBER**

- While still an employee, keep your home address current by notifying your Agency HR/payroll representative of address changes until you actually retire.
- Report all qualified life events (QLE) (e.g., marriage, birth) to the Benefits Center within 30 days of the QLE date and provide Dependent Verification documentation in a timely manner.
- Keep your 4-digit PIN Number. It is your key to accessing the Benefits Center Web Site or the Benefits Resource Line.

## WHEN TO CONTACT THE COUNTY OF ORANGE BENEFITS CENTER

www.benefitsweb.com/countyoforange.html

County of Orange Benefits Resource Line: 1-866-325-2345
Benefits Specialists are available Monday-Friday from 7:30-5:30 PT

- Questions about enrollment and/or eligibility for the Retiree health plans and the Retiree Medical Grant
- To make **retiree health plan elections** (once you have received your intent to retire package from the Benefits Center)
- To report qualified life event (QLE) changes
- To make address or name changes once you have retired

## OTHER RESOURCES:

For general information such as rates, plan options, and retiree benefit orientation information prior to receiving your personalized enrollment information please go to:

www.ocgov.com/hr/employeebenefits.

Note: Retiree health plan elections *can only be made* once you have received your Intent to Retire package from the Benefits Center.