Instant HR & Payroll: Open Enrollment Coming May 1, New ID Cards for COVA Care and COVA HDHP, W-2 Hotline Closing, Reporting Accidents Reminder

Date: Thursday, April 18, 2019 at 10:34:47 AM Eastern Daylight Time
From: HR/Payroll Department Contacts on behalf of Human Resources & Payroll Communication
To: DEPARTMENT-CONTACTS-L@LISTSERV.GMU.EDU
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Save the date! Open Enrollment for health benefits and flexible spending accounts (FSA) is May 1 – May 15, 2019. Keep an eye out for more details posted on the Benefits website and sent to your email.

To prepare for Open Enrollment, please be sure your address is updated in Patriot Web.

If you have any questions, please reach out to our Benefits team at benefits@gmu.edu or 3-2600.

New ID Cards for COVA Care and COVA HDHP

If you are currently enrolled in COVA Care or COVA HDHP, you will be receiving new ID cards, in the mail, in both April and June of this year.

Why?
Starting July 1, 2019, pharmacy benefits for COVA Care and COVA HDHP will be managed by Anthem Pharmacy and delivered by IngenioRx. This change will be reflected in the new cards.

What to Expect:

- In April 2019, you will receive an interim ID card from Anthem in the mail. You can use the new card immediately. You may still use your old card, but we encourage you use the new card if possible. Using the new card will help the pharmacy test the Anthem system in advance and
ensure prescription drug claims can be processed correctly before the July 1, 2019, pharmacy change.

- In June 2019, you will receive a new ID card again for the new plan year that begins on July 1, 2019. The new card will reflect any changes made during Open Enrollment and reflect the change to Anthem Pharmacy. All participants, regardless of Open Enrollment activities, will receive a new ID card. You may destroy your old cards once you receive the new card.

If you are currently using mail service or the specialty pharmacy, you will be contacted directly with information on transitioning claims to IngenioRx. Not sure which health plan you are enrolled in? You can check by logging into Patriot Web and then by clicking on “Employee Services,” “Benefits and Deductions,” and “Health Insurance.”

Please contact Anthem Member Services at 1-800-552-2682 if you have questions or concerns.

$ W-2 Hotline Closing

The W-2 hotline (3-2311 and w2info@gmu.edu) will close at the end of business on April 30, 2019. If you have questions about your W-2 after April 30, please email payroll@gmu.edu.

Reporting Accidents

We want to make sure the Mason community stays safe! Please remember to report all accidents, injuries, or conditions that may cause harm to an individual or the university. When dangerous or potentially dangerous conditions are reported, the university can take appropriate remediation and corrective measures to protect the community from similar or future incidents.

Please report the following situations to the university:

- **Student or Visitor Accident**
  - Submit an Incident Report form when there is an unsafe condition, illness, or injury involving a student or visitor

- **Employee Injury**
  - Submit an Employer’s First Report of Accident form when an employee is injured while at work

Resources Regarding:
- Workplace injuries, exposures, or illnesses - review the university Accident and Incident Plan
- Insurance, university property damage/theft, and automobile incidents - contact
the Office of Risk Management at 3-2599
- Workers’ compensation - Human Resources and Payroll Workers’ Compensation at 3-2600

For a legend of the header icons, visit the Instant HR & Payroll legend page. For previous announcements, visit the Instant HR & Payroll Archives page.

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