

**From:** "Karen Giles" <[karen.giles@meritain.com](mailto:karen.giles@meritain.com)>

**Sent:** Thursday, June 20, 2013 2:25:55 PM

**Subject:** Enrollment Guides for your upcoming Open Enrollment Period and New Hires 2013-2014



This email is being sent to all of the Superintendents, Board of Managers Members and Bookkeepers we have on file for the Egyptian Trust. If you received this email in error please forward to the appropriate party and contact Krista Gotto ([krista.gotto@meritain.com](mailto:krista.gotto@meritain.com)) at the Metro East Service Office of Meritain Health to update the contact information.

Dear Participating Employer Group:

We are in the process of updating the Enrollment Guide for the upcoming benefit year September 1, 2013. The Enrollment Guides are being provided to you as an easy way to:

- be sure all employees **ELIGIBLE** for health, dental, vision, or life insurance understand the various benefits plans and have a single document they can refer to;
- be sure you, as the employer, are satisfying your fiduciary responsibility to offer coverage when an employee is
  - hired
  - becomes newly eligible
  - or has the right to change their coverage elections during the upcoming open enrollment period.

In order to provide you with the appropriate number of Enrollment Guides you will soon need for your new hires, newly eligible employees, and the upcoming open enrollment period, we need your assistance.

**Please email [Krista.Gotto@meritain.com](mailto:Krista.Gotto@meritain.com) the total number of employees that are ELIGIBLE to enroll in one of the health plans, vision, life insurance or dental plans. Please respond to this question no later than July 5<sup>th</sup> so we may get this document sent to the printer timely and in turn, back to you.**

While you may have some employees you know won't enroll in the health plan, those employees should still receive the ENROLLMENT GUIDE so they are able to elect the coverage they are **ELIGIBLE** to enroll in and you have satisfied your fiduciary responsibility to make your employees aware of their benefit choices.

We appreciate your response to this email at your earliest convenience but no later than July 5<sup>th</sup>, please.

Karen L. Giles  
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Meritain Health

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**Please make note of my new direct dial phone number:**

**Direct: 618-509-6081**

**Toll Free: 866-588-2431 ext. 96185096081**

**Fax: 888-525-2799**

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