

2016 OPEN ENROLLMENT CHECKLIST

THIS IS A CHANGES ONLY OPEN ENROLLMENT

OPEN ENROLLMENT DEADLINE IS NOVEMBER 6, 2015

- Review your current benefits
- Evaluate the plan offerings to determine which benefits best meets your needs
- Contact your provider prior to making changes to your current benefits to verify they are a participating provider in the plan. Remember to always verify provider participation prior to scheduling an appointment or receiving services.
- At the time of enrollment, a Primary Care Physician (PCP) is required for the AvMed Medicare Choice HMO and the Humana Zero Premium HMO plans
- Individuals currently enrolled in a Prescription Drug Plan (PDP) plan may enroll in an offered Medicare Healthcare plan
- If making changes to your current benefits, complete the Open Enrollment and/or FRS forms enclosed in your enrollment package. Keep a copy of your enrollment form for your records
- Provide your email address, if not previously submitted
- If covering a dependent, a valid Social Security Number must be provided
- If covering a dependent, documentation of proof of eligibility must be provided, if not previously submitted
- If selecting DeltaCare USA Dental DHMO plan, you must select a dental provider and facility number and must also live in the State of Florida.
- If selecting UnitedHealthcare DHMO plan, you must live in the State of Florida

Attend one of the Retiree Benefits Fairs if you have questions and/or to learn about highlights for the 2016 plan year.

To learn about your 2016 Benefits, visit www.dadeschools.net, under Highlights, 2016 Benefits.