



**2019 UNM Age 65+ Open Enrollment Instructions – PLEASE READ**

UNM 2019 65+ Open Enrollment is ONLY for retirees over 65, eligible 65+ employees retiring *and* turning 65 before January 1, 2019, and their legal Medicare-eligible dependents who have enrolled in and are covered by Medicare parts A and B. For Age 65+ Medicare-eligible retirees with Pre-65 dependents, be advised the next Open Enrollment period for Pre-65 coverage changes will be in April and/or May, 2019. **NOTE: Retirees or dependents who will not be 65 or Medicare-eligible as of January 1, 2019 are NOT eligible to enroll in 65+ Retiree Medical and Dental plans nor eligible to make medical or dental coverage changes during the October 15 – November 16, 2018 65+ Open Enrollment.**

All 2019 UNM 65+ Open Enrollment Change Forms **must be completed, signed BY THE RETIREE**, and include the retiree's current information (address, phone number, and email address). **IMPORTANT: All required 2019 UNM 65+ Open Enrollment paperwork must be submitted to UNM HR Service Center on or before 5 pm on Friday, November 16, 2018 for changes to be effective January 1, 2019. Late or incomplete forms will NOT be processed.** To enroll, follow the instructions below based upon the change(s) you wish to make to your and/or your dependent's coverage.

**IF YOU ARE NOT MAKING CHANGES TO YOUR CURRENT MEDICAL OR DENTAL COVERAGE: No action is required.** Your and your dependent's coverage will continue and will only be updated for changes in premium(s) as outlined on pages 15 - 16 of the enclosed 2019 UNM 65+ Medical and Dental Open Enrollment Guide.

**IMPORTANT INFORMATION FOR CURRENT BCBS MEDICARE ADVANTAGE PPO PLAN MEMBERS:**  
*The UNM Humana Medicare Advantage PPO plan is replacing the UNM BCBS Medicare Advantage PPO plan effective January 1, 2019 with similar benefits.*

***If you are enrolled in the UNM BCBS PPO plan in 2018 and you do not choose a new plan during 2019 Open Enrollment (October 15 through November 16, 2018), UNM will automatically transfer your coverage to the new UNM Humana PPO plan effective January 1, 2019.***

***If you wish to enroll in a plan other than the UNM Humana Medicare Advantage PPO, you must complete the salmon-colored 2019 UNM 65+ MEDICAL & DENTAL OPEN ENROLLMENT CHANGE FORM and submit it to the UNM HR Service Center on or before 5 pm Mountain Time on Friday, November 16, 2018.***

**IF CANCELLING MEDICAL OR DENTAL COVERAGE FOR YOURSELF:\***

1. Select **CANCEL COVERAGE** and indicate which coverage (medical or dental) you are cancelling. (Note: You must contact UnitedHealthcare directly at 800-545-1797 to cancel your UNM AARP Medicare Supplement Plan and 888-867-5575 to cancel your UNM AARP MedicareRx Prescription Drug Plan (PDP).
2. Sign, date, and submit the salmon-colored 2019 UNM 65+ Medical and Dental Open Enrollment Change form to UNM HR Service Center by 5 p.m. Mountain time on **Friday, November 16, 2018**. (See the address, fax, and phone number on page 2 of this form)

**\*PLEASE NOTE: If you, as the retiree, cancel your medical and/or dental coverage and you are also covering a dependent spouse, domestic partner, and/or child, your dependent's coverage will be also be cancelled, regardless of your dependent's age.**

*Continued on next page.....*



## BENEFITS

### IF ADDING A MEDICARE-ELIGIBLE DEPENDENT TO YOUR MEDICAL OR DENTAL COVERAGE:

1. Select **ADD/DROP DEPENDENT COVERAGE**, then select **ADD DEPENDENT COVERAGE**.
2. Select the desired plan under **MEDICAL PLAN ELECTION AND/OR DENTAL PLAN ELECTION**.
3. Complete **DEPENDENT INFORMATION** on the 2019 UNM 65+ Open Enrollment Change Form.
4. If adding a dependent to your *medical coverage*, bring a photocopy of *dependent's Medicare card* showing A & B coverage to the UNM HR Service Center. Request enrollment forms for the medical and/or dental insurance vendor(s) you are selecting. **NOTE: Dependents MUST enroll in the same plan(s) as the RETIREE, if the retiree is also enrolled, unless AARP plans are selected.**
5. Submit the 2019 UNM 65+ Open Enrollment Change Form (signed and dated by the retiree), insurance vendor enrollment form(s) (*completed by the dependent*), and a copy of the dependent's Medicare A & B card to the HR Service Center by 5 pm Mountain time on November 16, 2018. (See UNM HR Service Center address on Page 4 of this form – **hand delivery or secure fax is preferred to ensure delivery prior to the end of 2019 65+ Open Enrollment at 5 p.m. Mountain time on November 16.**)

### IF DROPPING A MEDICARE-ELIGIBLE DEPENDENT FROM MEDICAL OR DENTAL COVERAGE:

1. Select **ADD/DROP DEPENDENT COVERAGE**, then select **DROP DEPENDENT COVERAGE**.
2. Select the appropriate plan under **MEDICAL PLAN ELECTION AND/OR DENTAL PLAN ELECTION**.
3. Complete **DEPENDENT INFORMATION** on the 2019 UNM 65+ Open Enrollment Change Form.
4. Sign, date, and submit your 2019 65+ Open Enrollment Change Form to the HR Service Center by 5 p.m. Mountain Time on November 16, 2018. (See the UNM HR Service Center address on Page 4 of this form – **hand delivery or secure fax is preferred to ensure delivery prior to the November 16 deadline.**)

### IF CHANGING MEDICAL OR DENTAL COVERAGE TO A DIFFERENT UNM 65+ RETIREE PLAN:

1. Select **CHANGE PLAN-MEDICAL and/or CHANGE PLAN-DENTAL**, then indicate which **NEW coverage** you are enrolling in under the **MEDICAL PLAN ELECTION** and/or **DENTAL PLAN ELECTION** section(s) of the change form.
2. If changing **MEDICAL** coverage, bring a photocopy of **your and/or your dependent's Medicare card showing part A & B coverage** to the UNM HR Service Center. Request vendor enrollment form(s) for each insured. If changing to AARP plans, follow the UnitedHealthcare Enrollment instructions on pages 79 - 80 of the enclosed UNM 65+ Open Enrollment Guide, and complete the UNM UnitedHealthcare Authorization Form on pages 81 - 82 of the Guide.
3. Submit one salmon-colored **2019 65+ MEDICAL AND DENTAL OPEN ENROLLMENT CHANGE FORM**, completed and signed vendor enrollment form(s) (available at the UNM HR Service Center), and the UnitedHealthcare Authorization form (if changing to AARP plans) to the UNM HR Service Center **by 5 p.m. Mountain time on Friday November 16, 2018.**



BENEFITS

2019 UNM 65+ MEDICAL & DENTAL OPEN ENROLLMENT CHANGE FORM

\*\*\*\*\*IF YOU DO NOT WISH TO CHANGE YOUR CURRENT MEDICAL AND/OR DENTAL COVERAGE, YOU DO NOT NEED TO COMPLETE THIS FORM OR TAKE ANY ACTION\*\*\*\*\*

UNM Retiree Information

UNM Retiree Name (Last, First, Middle Initial) Date of Birth Banner ID or SSN Medicare Part A&B ID Number Street Address, City, State, and Zip Code Primary Phone (With Area Code) Secondary Phone (With Area Code) Email address: (Required)

Type of Action

CHANGE PLAN MEDICAL CHANGE PLAN DENTAL CANCEL COVERAGE ADD/DROP DEPENDENT COVERAGE (Vendor enrollment form(s) for new plan, along with copy of Medicare card showing part A & B coverage or proof of enrollment MUST be attached to this form) (SELECT NEW PLAN BELOW) (SELECT NEW PLAN BELOW) CANCEL MEDICAL\* CANCEL DENTAL\* \*Cancellation of coverage is an irrevocable decision. You will never be allowed to re-enroll in UNM plans at a future point. ADD DEPENDENT COVERAGE DROP DEPENDENT COVERAGE (Dependent information MUST be completed below)

MEDICAL PLAN ELECTION DENTAL PLAN ELECTION\*\*

Medicare Advantage Plans: Humana PPO Aetna PPO ESA BCBS HMO Plan I (Enhanced) BCBS HMO Plan II (Standard) Presbyterian HMO-POS Premier Plan Presbyterian HMO-POS Select Plan Medicare Supplement Plans: AARP Medicare Supplement Plans underwritten by UnitedHealthcare Plan F Plan G Plan N AND AARP MedicareRx Prescription Drug Plans (PDP) Walgreens Preferred Saver Plus IMPORTANT: You must enroll in both an AARP Medicare Supplement Plan underwritten by UnitedHealthcare AND an AARP MedicareRx PDP using the enclosed UnitedHealthcare Authorization Form (see pages 81 - 82 of the 65+ Open Enrollment Guide) to be eligible for the premium contribution from UNM. Delta Dental Premier® Delta Dental PPOSM \*\*Delta Dental annual benefit period is from July 1, 2018 thru June 30, 2019. If there is a rate increase for dental coverage, your July 1, 2019 Bursar's statement will reflect the new dental premium rate. Note: Pre-65 Retirees (turning 65 after 12/31/18) with Age 65+ or Medicare-eligible dependents will be eligible to make changes to dependent(s) dental coverage during the UNM Pre-65 Open Enrollment in April and/or May of 2019.

\*\*\* UNM Retiree Must Sign and Date Page 2 of this Form or benefit changes will not be processed \*\*\*



**BENEFITS**

<b>DEPENDENT INFORMATION</b>						
<b>Dependents</b>	<b>Name (Last, First, MI)</b>	<b>Medicare Part A&amp;B ID Number</b>	<b>DOB</b>	<b>Gender M / F</b>	<b>Add or Remove</b>	<b>Coverage dependent is being added to or removed from</b>
<i>Spouse or Domestic Partner</i>					<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Medical <input type="checkbox"/> Dental
Eligible Child(ren)					<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Medical <input type="checkbox"/> Dental

**RETIREE Certification – Must be signed by the UNM Retiree**

**I understand my signature authorizes the University of New Mexico to make the above changes, effective January 1, 2019.**

I understand and accept that if I fail to pay my account the University may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on percentage, at a maximum of 40% of my delinquent account, together with all costs and expenses, including reasonable attorney’s fees, necessary of the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit reporting bureaus.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit or mail this form to:**

**UNM HR Service Center  
Attention: Retiree Benefits  
MSC 01 1220, Suite 1400  
1700 Lomas Blvd. NE, Albuquerque, NM 87131  
(505) 277-MyHR (6947)  
Secure Fax 505-277-2278**

***UNM HR Service Center is located in the John & June Perovich Business Center at 1700 Lomas Blvd NE, Suite 1400 on the corner of Lomas and University Boulevards in Albuquerque, New Mexico.***

**\*\*\* UNM Retiree Must Sign and Date Page 2 of this Form or benefit changes will not be processed \*\*\***

**IMPORTANT NOTE:** If changing to AARP plans, both the AARP 2019 Medicare Supplement and MedicareRx enrollment kits must be received by UnitedHealthcare **no later than 3 p.m. Eastern Time on December 7, 2018.**

*UNM Retirees and dependents who fail to meet this deadline will permanently lose UNM’s contribution to premiums and the ability to participate in UNM’s 65+ Open Enrollment in future.*