

FREQUENTLY ASKED HEALTH INSURANCE QUESTIONS
STATE EMPLOYEES

1. IS HEALTH INSURANCE COVERAGE AUTOMATIC?

No, a NYS Health Insurance Transaction Form, which is in your New Employee Orientation Packet, and the required proof of eligibility must be submitted to Human Resource Services within 42 days of being appointed.

2. WHAT IS THE REQUIRED PROOF OF ELIGIBILITY?

To provide health insurance coverage for yourself or to include eligible family members, copies of the following, for each person to be covered, must be attached to the NYS Health Insurance Transaction Form and sent to Human Resource Services: birth certificate or passport and social security card (birth certificate only for children under age 19). A copy of the following is also required where applicable: marriage certificate, proof of full-time student status for dependents age 19 to 25, proof of support/dependence, proof of disability.

3. WHEN IS MY COVERAGE EFFECTIVE?

Coverage becomes effective on the 42nd consecutive day following your appointment date if the required forms have been submitted to the Benefits Section of Human Resource Services within 42 days of being appointed. Forms submitted after that will mandate a 10 week waiting period before health insurance becomes effective.

4. WHEN WILL I RECEIVE MY IDENTIFICATION CARD/S?

You will receive your identification card and the cards for applicable family members approximately 6 weeks after a Benefits staff member has processed your NYS Health Insurance Transaction Form.

5. CAN I USE MY HEALTH INSURANCE PLAN BEFORE I RECEIVE MY IDENTIFICATION CARDS?

If you are enrolled in the Empire Plan, you may call the Human Resources Office at (718) 409-7301 and a staff member will be happy to provide you with the identification card number/s and effective date. You may bring the card numbers to the appropriate medical or hospital personnel as necessary.

If you are enrolled in an HMO, you must call the HMO for your card numbers. The telephone numbers of the individual HMOs are listed in the Summary of Benefits which can be found in your New Employee Orientation Packet.