

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 Yvonne Gamble (Yvonne.Gamble@meritain.com) at the Metro East Service Office of Meritain Health to update the contact information.

Dear Participating Employer Group ~

This email is addressed to you, the employer. PLEASE do not forward this email to your employees.

Please review each of the following attached documents carefully and respond to those that require such. Feel free to contact Karen Giles or Pam Dockins with any questions.

Invitation to the 16th Annual Administration meetings - *If you have not already done so*, please complete and return to Yvonne Gamble at Yvonne.Gamble@meritain.com or via fax 888.525.2799. Again, we encourage not only Bookkeepers to attend but the Business Managers, Superintendents, or anyone else who is involved in the benefits administration. We look forward to another substantial crowd this year. If you are new to your district and working with the Trust programs this is a great time to meet your vendor representatives and hear about the several programs the Trust offers to the participating employer groups. We always encourage audience participation and want to hear your questions, comments and suggestions. These meetings are held with you, as the employer group in mind and we want to be sure you are getting what you want from your attendance and participation in the meetings. **We ask that each of you complete and return this form with the requested information indicating your meeting of choice and who will be participating or your regrets you will not be able to attend. Please do include your email address. If your contact information has changed please send that updated information directly to Yvonne Gamble and she will see it is updated in our database.**

Employer Individual Health Plan Election Form - This form is required to be completed each year so Meritain and the Egyptian Trust are aware of the plans each employer will be offering the membership in the upcoming open enrollment period. Please Note: This form only applies to those who will be offering only the “traditional” health plans (Plan A, Plan B, Plan C, Plan HDHP, Plan E1). **We ask that you complete this form immediately and return to us when you have confirmed the plans you will be offering this open enrollment period. Please do not return the form until you have a firm confirmation of the plans you will be offering but no later than August 1, 2016.** As this email goes to various staff (Superintendent, Bookkeeper, Business Manager) please be sure to check with each other so that we are receiving a single form with the correct information.

[Special Note to groups who will be offering Mark to Market plan\(s\) only this open enrollment period:](#)

If you are a group who has qualified to offer a Mark to Market plan you will be receiving a formal proposal from TCOH that will indicate the rates for each of the Mark to Market plans you will be offering to your employees in the upcoming open enrollment period. You will be required to complete that information and return it as requested no later than July 1, 2016. This will allow Meritain the necessary time to implement any of the changes required.

You may start receiving questions from your members about these changes. We recommend you direct them to the Care Coordinators by Quantum Health at 855.452.9997. They are best equipped to assist members and answer questions. We also remind you we are unable to

discuss Protected Health Information (PHI) with the school district or employer without a completed and signed HIPAA authorization on file.

Wishing you a safe and happy Summer and looking forward to visiting with you at the meetings July 27th - July 29th.

Karen L. Giles
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Meritain Health
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and

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ADVOCATES FOR HEALTHIER LIVING

