

Benefit Flash

May/June 2007

Novia Care On-site Medical Clinic News For You!

On-site Medical Clinics Now Open

The on-site Medical Clinics in Goshen and Elkhart opened on April 23. Here are a few reminders about the clinic and how to register on the web site. Additional information on how to register and schedule an appointment is available at the Personnel Office. This was handed out at the clinic meetings in January and April. A payroll stuffer on April 27 included the hours for both the Elkhart and Goshen clinics.

Employees, dependents and retirees covered by Elkhart County's Health Plan are eligible to use the clinic services.

How do I register with Novia Care?



To initially register, you can go to the County Government web site or directly to the Novia Care web site or you can call the toll-free phone number at 888-417-1001.

County Web Site: www.elkhartcountyindiana.com
-Click on Departments and then the Personnel Office

link and you will find a link to Novia Care.

Novia Care Web Site: www.noviacareclinics.com

Once you have accessed the Novia Care site, click on Members Only and you will be asked to register on the site. You will need the registration information which was distributed at the employee meetings. (If you do not have this information, contact the Personnel Office at 535-6475.) You will be asked to develop a name and password. Once you have registered, you may immediately check the schedule to see what times are available and schedule an appointment.

Double Check Upon Registration

Certain information about each eligible employee, dependent or retiree was preloaded into the Novia Care site for all who were eligible as of March 31. This demographic information includes your name, address, Social Security Number, date of birth, and status (employee, dependent, retiree). When you first

register on the Novia Care web site, this demographic information should already be there. If this does not appear, it could be that the Social Security Number, date of birth, or other vital information does not match the census file that was loaded. Continue to complete the registration process as usual. This, however, could inappropriately create a duplicate patient record for you - one you created, and one created during the upload. If this happens, notify Lynn Berney, Benefits and Compensation Specialist, Personnel, at (574) 535-6725. Lynn will determine which record is accurate and delete the incorrect one. If the demographic information comes up, check it to make sure it is correct. Remember, if you have trouble registering or the information is not correct, please call Lynn.

Annual Physicals

Regular appointments are normally scheduled in 20-minute time blocks. If you are scheduling an annual physical, you must register for two consecutive appointment times to ensure enough time is allotted. This reminder will appear at the top of the appointment scheduling page on the web site.

Health Risk Assessments Available at the On-site Clinics

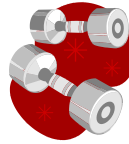
Eligible employees can now have their annual Health Risk Assessment conducted at the on-site medical clinics. These can be done once a year at no additional cost to the employee and will **replace the annual Personal Wellness Assessments which previously were held at various County Government locations in the Fall.** Employees will be able to have the health assessment done at the clinic at a time convenient for them. Make sure you have your blood drawn two weeks before an appointment with the doctor to discuss your Health Risk



Assessment. Details are being worked out for eligible employees and retirees to schedule a time with the nurse to have the blood draw for the annual assessment without the need for a regular appointment. You must fast for 12 hours prior to having your blood drawn for the Health Risk Assessment.

Health Club Enrollments Due By May 22

Now is the one time each year for employees to take advantage of group enrollment in a variety of local health/fitness clubs. Information was sent to each department in mid-April. The YMCA of Elkhart, Linway & Northpointe Fitness Centers, Maple City and Eastlake Fitness Centers, Curves for Women and Fitness USA memberships run from June 1, 2007 through May 31, 2008. The Goshen College Fitness Center membership begins September 1, 2007 and ends October 31, 2008.



Enrollment at this time provides County employees with:

- Group discounted rates on annual memberships. (The specific 'discounted' rate for the Goshen College Fitness Center may not be able to be determined until all enrollment forms have been returned.)
- The one time per year opportunity to have the annual membership fee deducted from paychecks over ten consecutive pay periods from the June 22 - October 26 paychecks.
- Maple City, Eastlake, Linway and Northpointe will allow Elkhart County employees to have a free 14-day trial period between now and May 17. Just go in, identify yourself and get to know the club.
- The YMCA has three-day VIP Guest Passes available for those who would like to see what the Elkhart YMCA has to offer.

Additional Notes:

- Employees may NOT use 'cafeteria' money to pay for health club enrollments.
- Most of the clubs will not extend their discounted rates to employees who wish to enroll at some other time of the year.
- **Maple City Fitness has a new program this year - Ladies Workout Express.** For details, contact Maple City Fitness at (574) 533-2498.

Enrollment forms, discounted rate information and payroll deduction authorization forms are available in the Personnel Office. If you have questions or want to have forms sent to you, please call the Personnel Office at (574) 535-6725.



All completed enrollment and payroll deduction authorization forms **must be returned** to the Personnel Office **by Tuesday, May 22, 2007**. **NO LATE ENROLLMENTS WILL BE ACCEPTED!**

Review of Bereavement Leave & Funeral Time Off Policies

Elkhart County has long provided employees with time off for bereavement or funeral time. Although, from time to time, an employee will relate either being confused or misunderstanding the County's policy.

- ◆ **Bereavement leave** involves up to **three (3) paid days off** in the event of a death of someone defined as an employee's **immediate family** member.
- ◆ Even though immediate family members are specifically defined in the County's policy, employees frequently ask for bereavement time off for other family members and do not seem to understand when their request for the time off is denied.
- ◆ However, the County has tried to make provisions for instances where the death involves someone not included, by policy, as an immediate family member or someone who has been a close friend. In these instances the County allows **funeral time of up to one (1) paid day off**.
- ◆ The use of Bereavement Leave and/or Funeral Time Off requires supervisory approval. An employee who has been granted three bereavement days is not also eligible for a day of funeral time.
- ◆ In the event an employee finds that the three days for bereavement leave or the one day for funeral time off is not sufficient, the employee may, with supervisory approval, be granted vacation time for additional time off.

PERF Annual Member Statement Coming Soon

Beginning in late April, PERF will mail its first-ever Annual Member Statement to more than 200,000 members. The mailing is expected to be complete by the end of June.

This new statement will provide members with PERF's record of their wages and service, as reported by employers. In addition, the statement will provide an estimate of a potential benefit for any member with at least five years of creditable service. The benefit calculation only estimates a projected pension benefit, the larger portion of the two-part PERF benefit, and does not include the Annuity Savings Account (ASA). (Members receive quarterly ASA statements.)

Once members receive this statement, they should review all the personal information provided for accuracy. To correct information on the statement, members should contact PERF at questions@perf.in.gov or call PERF, toll-free, at (888) 526-1687.

"For the first time in PERF history, this Annual Member Statement will provide PERF wage and service information for our members," said Executive Director David Adams. "This will be a helpful preliminary tool in our members' retirement planning."

Employment records are essential to the accuracy of PERF's retirement benefits. PERF, employers and members share responsibility in keeping account information accurate, including employment history, beneficiary information and personal addresses.

Still Time to File 2006/07 Medical Reimbursement Claims

Do you have money in your medical reimbursement account for the plan year that ended on March 31, 2007? If so, you still have time to send in the claim. Claims will be accepted until May 18. The expense must have been incurred between April 1, 2006 and March 31, 2007. Call the Personnel Office to get a claim form. Check with Group Administrators at 800-323-1683 to see if you have funds remaining in your 2006/07 account.