Welcome to the SMHCS benefit program!

As a new hire, or as a newly benefit eligible employee, you have several important benefit choices to make regarding your coverage. You have 31 days from your date of hire/date of eligibility to go online and make your benefit elections. The benefits you elect will be effective on the first day of the month following your date of hire or status change.

We suggest you enroll as soon within the 31-day window as possible to ensure that you receive your ID cards in a timely manner. Insurance ID cards will be mailed to your home approximately 21 days after you have submitted your online enrollment. The instructions for the on-line benefit election process are included with this packet.

If you do not complete and submit your elections during the first 31 days of your employment, you will need to wait until the next annual open enrollment period, and your benefits will not be effective until October 1 of the following plan year, unless you experience a qualifying life event. The SMH plan year runs on the fiscal calendar beginning October 1 and ending September 30.

All dependents enrolled in SMH plans must be verified within 30 days of the effective date of the benefits. Failure to provide the required verification documents within this time frame will result in the unverified dependent being dropped from coverage, retroactively to the date they were enrolled and you will need to wait until the next annual open enrollment period to enroll them for benefits for the following plan year, unless you experience a qualifying life event. For more information on the required documents for Proof of Relationship, see enclosed information.

A summary of each plans coverage is contained in the **2021* Employee Benefits Guide** which can be found, along with a copy of the **2021 Open Enrollment newsletter** on the **SMH Mobile Wallet Card** (www.mymobilewalletcard.com/smh) or on **Pulse** (HR page > Benefits > Open Enrollment Checklist).

The **Summary of Benefit Coverage documents (SBCs)** and the **SMH Health Care Summary Plan Description (SPD)** are also posted on the **SMH Mobile Wallet Card** (www.mymobilewalletcard.com/smh) and **Pulse** as well as on www.webtpa.com, and at www.gulfcoastmemberservices.org.

Each of these documents can be downloaded in pdf format, saved and printed at your convenience. Please review these resources as well as the **2021 New Hire presentation** for information on benefit levels, deductibles, copays and out-of-pocket limits or maximums, as well as referral and pre-authorization requirements.

If you still have questions after your review, please contact the **HR Service Center** at HR-ServiceCenter@smh.com or (941) 917-6177.

Before you begin the on-line election process, you will need to have the following information handy:
- Names, dates of birth, and social security numbers for your spouse and each child you will be enrolling in the medical, dental, and/or vision plans
- Name of the Primary Care Physician you have selected for each family member (if you are electing either the Comprehensive or Basic medical plan). For more information on how to find the physicians who are participating in the SMHCS provider network, see information enclosed.
- Name of any person you are naming as a beneficiary on your life insurance

2021 Materials will be posted by August 28, 2020, if not sooner.

How to Make Your eBenefits Elections

1. If you are using a computer within the SMHCS network:
   a. Open the SMHCS intranet and go to the PULSE home page
   b. On the PULSE home page, go to the Application tab
   c. CLICK on MyHR

2. If you are using a computer from home or outside of the SMHCS Network:
   a. Log on to www.smh.com
   b. CLICK on the "For Employees" tab
   c. Under Human Resources, click on MyHR

3. Your initial password will be provided to you when you sign in for orientation on your first day. If you've transferred from a non-benefited position to a benefited position, at the log in screen, enter your current MyHR log in and password.

4. On the menu, CLICK on:
   a. Employee Self-Service
   b. Benefit Details
   c. Benefits Enrollment

5. Then follow the prompts to enroll.

DEPENDENT VERIFICATION/PROOF OF RELATIONSHIP REQUIREMENTS

Eligible dependents include your spouse and any children under age 26. Proof of Relationship and Social Security Numbers are required for all dependents. Acceptable documents for verification are:

For All Dependents:
> First page of your most recent Federal Tax Return (Form 1040) listing the name and social security number of your spouse and/or all children you will enroll in SMHCS healthcare plan (please black out all financial data).

If this form lists all of the dependents you will enroll in your SMHCS healthcare plan, it is the only document you will need to provide.

Alternatively, you may provide:
For spouse:
> Marriage Certificate and two documents proving joint ownership. Acceptable documents proving joint ownership are: mortgage statements, credit card statements, bank statements, and leasing agreements listing both parties' names as co-owners. The joint ownership may be established prior to the current year; however, the statement provided must be issued within the last three months.

For dependent children under age 26:
> Birth Certificate

For unmarried dependent children age 26 and older:
> Birth Certificate and a copy of the current full time School Schedule
> Physician's Certification for disabled children

FINDING A PARTICIPATING HEALTH CARE PROVIDER

The SMHCS Basic and Comprehensive Plans only cover services provided through SMHCS facilities and the Gulf Coast **Select** Provider network. To locate a Primary Care Physician or Specialist that participates in our plans, follow these simple steps:

1. log on to www.gulfcoastprovider.net
2. Click on "Check it Out" under the Members section
3. Click on "Find a Doctor"
4. On the page that appears, click on "SMH Select Plan" for Comprehensive and Basic plans or "SMH Extended Plan" for the Extended medical plan.
5. Click on "Primary Care Physician" (or the Specialty you are looking for), and then Click "Search". A list of all physicians in that category will be displayed, with a notation in the first column indicating whether or not they are accepting new patients.

Please note that the "Find a Doctor" function at www.smh.com is for the use of the community in locating physicians who practice at SMHCS; these are not necessarily the medical providers in our health care network.

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