

Benefit Enrollment Forms Copy Distribution

Plan Name	# of Copies Needed	Designation of Each Copy	Copy Distribution & Explanation of Use
State Group Health-- Application/Change Form Regular & Graduate Assistant	Web PDF	ETF Advance	Send directly to Employee Trust Funds, used to update ETF's health database and updates are made to Navitus and other health plans from this source.
		Carrier Advance	Send directly to the Health Carrier, used by them to set up the subscriber record. By early 2009 all carriers will be receiving additions, changes and terminations from the ETF database and this copy will be eliminated.
		Employer	Campus Copy to be kept for the employee's file.
		ETF Coverage Report	Send the ETF Coverage Report Copy to the Service Center for monthly reporting.
		Employee	Employee keeps a copy.
State Group Life Application	Web PDF	ETF	Send to ETF. ETF provides information to Minnesota Life.
		Employer	Keep copy for Institution files.
		Employee	Employee keeps a copy.
Income Continuation Application	Web PDF	ETF	Send original directly to ETF. ETF provides information to Atena.
		Institution	Keep copy for Institution files.
		Employee	Employee keeps a copy.
Individual & Family Group Life Application	Web PDF	UWSA	Send original directly to UWSA. It is used to update the database at UWSA.
		Institution	Keep copy for Institution files.
		Service Center	Send a copy to the Service Center for monthly reporting.
		Employee	Employee keeps a copy.
UW Employees Inc. Life Ins. Application	Web PDF	Service Center	Send original to the Service for the monthly report.
		Institution	Keep copy for Institution files.
		Employee	Employee keeps a copy.
Accidental Death & Dismemberment Application	Web PDF	UWSA	Send directly to UWSA. This copy is kept at UWSA as it has beneficiary designation information on it.
		Institution	Keep copy for Institution files.
		Service Center	Send one copy to Service Center for the monthly report.
		Employee	Employee keeps a copy.
Dental & Excess Medical (EPIC)	3	Service Center	Send original to Service Center for monthly reporting.
		Institution	Keep copy for Institution files.
		Employee	Employee keeps a copy.

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Plan Name	# of Copies Needed	Designation of Each Copy	Copy Distribution & Explanation of Use
UW Non-Represented and Represented Employee Dental	Web PDF	Institution	Keep copy for Institution files.
		Anthem Blue Cross Blue Shield	Send directly to the Dental Provider.
		Service Center	Send one copy to Service Center for the monthly report.
		Employee	Employee keeps a copy.
Union Dental	NA		Original of enrollment form is received at the Institutions from the Union therefore the Institutions do not need to distribute copies.
Tax Sheltered Annuity - Salary	Web PDF	Institution	Keep copy for Institution files, Service Center does not need a copy.
		Employee	Employee keeps a copy.
Wisconsin Deferred Compensation	None	NA	Service Center downloads a file from the WDC site, identifies the Institution at which the employee is working and sends a spreadsheet to all of the Institutions.
Employee Reimbursement Account	Web PDF	Institution	Keep copy for Institution files. The Service Center does not need a copy.
		FBMC	Send directly to FBMC in Florida to set up ERA account(s).
		Employee	Employee keeps a copy.
ERA Change in Status Form	Web PDF	FBMC	Employee sends to Madison FBMC office where enrollment is approved or denied and sent to the Institution for input. Madison FBMC office notifies the Florida FBMC office.
Vision	Web PDF	Original	Send directly to OptumHealth (formerly Spectera)
		Service Center	Send one copy to Service Center for the monthly report.
		Employee	Employee keeps a copy.