

Welcome to the LifeBridge Health Team!

BENEFIT ENROLLMENT INFORMATION

Congratulations, you are now part of the LifeBridge Health team and are eligible for benefits. In order to participate, you must complete your enrollment within 30 days of your date of hire. To enroll in benefits you will need to call an enrollment counselor at 1-855-736-1446, during your 30-day window. The benefit enrollment counselors will educate you on your benefit plans, answer any basic questions that you may have, and enroll you in the benefits of your choice.

If no action is taken during your 30-day enrollment window, you will not be eligible to enroll in benefits again until the next annual enrollment period in the fall.

PREPARING FOR YOUR ENROLLMENT

- Review your Benefits Guide which can be found on BridgeNet under Employee Services>Benefits section and on the Carroll Hospital Intranet under Human Resources>Benefit Information
- Consider which benefits will best meet your needs
- Be prepared for questions regarding your covered dependents: social security numbers and birth dates (we must have birth dates, social security numbers are not mandatory for enrollment)

ENROLLMENT PROCESS

- Call an enrollment counselor, Monday through Friday from 9:00 a.m. to 7:00 p.m. (EST) at [1-855-736-1446](tel:1-855-736-1446)
- The enrollment counselor can educate you on your benefit plans and answer any basic questions about your benefits
- Enroll in the plan(s) of your choice or waive insurance options
- Confirm any dependents
- Declare any beneficiaries

DEPENDENT VERIFICATION

As part of our commitment to control health care costs, LifeBridge Health and its affiliates are taking steps to ensure that only eligible dependents are covered under our health plans. To accomplish this, a dependent verification program has been implemented. This process is intended to ensure that each dependent enrolled in the LifeBridge Health health plans is accurately listed and eligible for coverage. A list of eligible dependents and required documentation are included in the 2018 Benefits Guide available on BridgeNet or the Carroll Hospital intranet page. Please turn in your dependent verification documentation to Employee Services within 30 days or your dependents may not be eligible for coverage.

Thank you for joining the LifeBridge Health team.

The Human Resources Team

To enroll in benefits, call an enrollment counselor at [1-855-736-1446](tel:1-855-736-1446), Monday through Friday from 9:00 a.m. to 7:00 p.m.

