



## Life Event: *Death of Dependent*

Death of a dependent is a major change in your life. There are many things you will want to review and update with LifeBridge Health due to your recent life event. Below is a helpful list of choices to consider, procedures to follow and resources to assist you through the transition.

To Do	Things You Can Do	What To Do
<input type="checkbox"/>	<p><b>Life Insurance Claim</b>  <i>If you have spouse or child life insurance for the deceased dependent a claim can be filed</i></p>	To start the claim process please reach out to the Benefits Team at <a href="mailto:LBH_Benefits@lifebridgehealth.org">LBH_Benefits@lifebridgehealth.org</a> notifying us of the person who passed and submit a copy of the death certificate. Then a benefits team member will help walk you through the process.
<input type="checkbox"/>	<p><b>Changing Your Beneficiary</b>  <u>Life Insurance:</u> You may wish to change your beneficiaries for life insurance.   <u>403b/401k:</u> You may wish to change your beneficiaries for 403b/401k.</p>	<p><u>Life Insurance:</u> Complete Life Insurance Beneficiary Form and email to the Benefits Team.            *Form is on the <a href="#">Benefits Website</a></p> <p><u>403b/401k:</u> update online at <a href="http://www.transamerica.com/portal/lbh">www.transamerica.com/portal/lbh</a> <b>after you change your marital status in GHR</b></p>
<input type="checkbox"/>	<p><b>Benefit Changes</b>            You will be able to make any changes to your coverages <b>within 30 days of Qualified Life Event</b></p>	Submit a copy of the death certificate to the Benefits Team. Once received, the Benefits Team will remove the dependent from benefit plans. If there are any retro-changes to your benefits premiums, reimbursement will be processed.
<input type="checkbox"/>	<p><b>Marital Status Change</b></p>	<p>Visit GHR: Under My Profile</p> <p>*For instructions &amp; what documentation is needed review GHR job aid</p>
<input type="checkbox"/>	<p><b>Address/Contact Changes</b>            If you're moving, be sure to change your address and phone number on your employee records</p>	<p>Visit GHR: Under My Profile</p> <p>*For instructions review GHR job aid</p>
<input type="checkbox"/>	<p><b>Tax Changes</b>            Review your filing status and exemptions you claim for withholding purposes to see if you should make changes</p>	<p>Complete new Federal W-4 form &amp; State tax form and return to your site HR.</p> <p>*Forms are on the <a href="#">BridgeNet</a>&gt;Employee Services&gt; Payroll</p>
<input type="checkbox"/>	<p><b>Changing Your Emergency Contact</b>            You may wish to name your spouse as an emergency contact</p>	<p>Visit GHR: Under My Profile</p> <p>*For instructions review GHR job aid</p>



## Reminders & Resources

- ❖ **Benefits Team Contact Information:**
  - Email: [LBH\\_Benefits@lifebridgehealth.org](mailto:LBH_Benefits@lifebridgehealth.org)
  - Fax: 410.469.5161
  
- ❖ **Benefits Website:** [www.lifebridgehealth.org/benefits](http://www.lifebridgehealth.org/benefits)
  - Benefits Guides
  - Medical Option Charts
  - Insurance Policies
  - Insurance Carriers contact information (also on [My Mobile Wallet.](#))
  
- ❖ **GHR Website:** [www.onlinelbh.org/ess](http://www.onlinelbh.org/ess)
  - **GHR Job Aid** on [Benefits Website](#) under “View your current Benefit Election”
  
- ❖ Death Certificate must be submitted to the Benefits Team at [LBH\\_Benefits@lifebridgehealth.org](mailto:LBH_Benefits@lifebridgehealth.org) or fax to 410.469.5161
  
- ❖ **EAP Resources:** Carebridge [www.myliferesources.com](http://www.myliferesources.com)
  - access code KKNH3 or call 1-800-437-0911 for confidential counseling and referrals for personal, family and work-related issues