**Benistar enrollment instructions:**

Email the following information to our retiree two to three months prior to turning 65:

*Good Afternoon Mr. Madden –*

*The following is regarding the Over 65 Group Retiree Plan with Orland Fire Protection District, administered by Benistar.*

*Attached please find the following documents:*

* *Announcement Letter*
* *Medical Plan Summary*
* *RX Plan Summary*
* *Medical Plan Enrollment Form*
* *RX Plan Enrollment Form*

*We have mailed an enrollment packet to your home address, which includes a return envelope.  Please reach out to our Benistar Retiree Customer Service Center with any benefit questions and assistance completing the forms at 1-800-236-4782 (Benistar).*

*If you wish to enroll in the plan, please complete the enrollment forms and return to Benistar:*

*Mail:  Benistar, Attn:  Eligibility Department, 10 Tower Lane, Suite 100, Avon, CT 06001*

*Fax:  860-408-7025*

*Email:* *memelig@benistar.com**(standard Eligibility Department email)*

*We are happy to assist with any benefit questions and to help expedite the enrollment, as well.  If you would like to return the enrollment form to:* *abordonaro@benistar.com* *and* *nthomas@benistar.com**, we will be able to confirm receipt and track the enrollment for active coverage.*

*If you have any questions please contact me.*

*Thank you -*

*April Bordonaro*

*Client Services Manager*

*Compliance and Training*

***Benistar Admin Services, Inc.***

*1-800-236-4782 Ext: 5255*

*860-409-9010 Fax*

From Ken Peterson:

Per your request, attached is a Benistar Enrollment form which can be completed and emailed directly to our Eligibility Manager (memelig@benistar.com) at least 30 days before the desired effective date.

• Retiree must be enrolled in Medicare (A & B) and have their MBI (Medicare Beneficiary Identifier) in order to enroll.

• MBI is the retirees actual Medicare number on their card, the terminology has recently changed.

•  The effective date can be the first day of the month they turn 65.  For example, if a retiree turns 65 on March 28th, they would be eligible to enroll effective March 1st.



Once you email the enrollment over to eligibility, you should receive a confirmation of receipt and processing within 24 hours.  At that point you will need to do nothing more, all materials will be sent directly to the member.  If they have any questions regarding either the Rx or Medical plans, please refer them to the Benistar Customer Service Center 1-800-236-4782.

I’ve attached a sample Rx welcome kit as well as sample Hartford materials.

Let me know if you have any other questions and have a great weekend!

Thanks,

Ken Peterson

847-304-9500, x214

847-226-6692 - Cell



       