

2012 | OPEN ENROLLMENT *News*

Benefit Update for Non Represented Employees

Johns Hopkins Health System Corporation
Johns Hopkins Hospital

Live • Work • Learn • Grow

A Message from Pamela...

Dear JHHSC/JHH Employee,

As Hopkins continues to grow and make changes in its size and landscape, there are some things that will never change – one of which is our commitment to provide you the ability to choose from a comprehensive employee benefits package to meet the needs of you and your family.

With that in mind, we have very few changes to next year's benefit plans. Your Medical and Dental Plan coverage will remain unchanged from the 2011 Plan year, with only a slight increase in premium cost (see rates on page 5 of this newsletter).

Last year I encouraged you to keep up the good work of taking better care of yourselves and it seems to have worked. We still have even farther to go in getting all of our employees healthier and staying that way. I like to think of 2012 as a year of change and I hope you do the same. A time to better ourselves, challenge ourselves and take care of ourselves. A time to **CHANGE AS WE GROW**. To do so, we've added even more incentives to our wellness programs and continue to include a discount in medical plan premiums for non tobacco users.

I'm hoping to see increased participation in the Healthy@Hopkins Rewards Program next year. Many of you have expressed both your likes and concerns about the Program. Your comments were heard and there will be exciting changes to the Rewards Program for the 2012 Plan year. More information about these exciting changes will come to you over the next few months. I think you will like the changes and again encourage you to participate in the Program. If you haven't joined yet, it's not too late! Be sure to read more about the Rewards Program in this newsletter.

Don't forget to read everything in this newsletter carefully and then make your benefit elections for 2012.

Have a healthy and happy 2012. Thanks for all you are doing to stay healthy.

Sincerely,



Pamela Paulk, *Vice President of Human Resources*

Exciting Changes Ahead for the **Healthy@Hopkins Rewards Program**

You spoke and we listened!

For the last two years we've offered a way to earn Rewards through the Healthy@Hopkins Rewards Program. Many of you have taken advantage of the useful tools and increased your knowledge on various health topics and also increased your take home pay with monetary Rewards. We continue to listen to your comments about the Program and strive to make the Program better each year.

Coming Soon

Beginning in January 2012, you can throw away your points. That's right, the Rewards Program will no longer require the earning and recording of points. With the new Rewards Program, you'll be able to select a specialized area or "track" that you can work on for the entire quarter.

The new simplified tracking process will make it easier for you to focus on those health areas that are important to you instead of focusing on points.

Be on the lookout for more information on the improved Rewards Program this December.

Current Program Members

During the last quarter for this year, you'll have an opportunity to either renew your current membership or get started in the Program. Your active membership will keep your Rewards coming through March 2012 and continues to grant you exclusive access to a wealth of information on various health topics from weight loss to smoking cessation.

You must renew your membership to continue receiving the Reward during 2012. Renewing is as easy. Simply do the following three things by December 1, 2011 and you'll continue your Reward during January – March 2012.

1. Complete a Personal Wellness Profile - 15 points
2. Take any online Asset Health course - 10 points
3. Earn and record - 25 points

Not Yet a Program Member?

To begin receiving your Rewards, you must first join the Rewards Program. But don't worry, it's not too late to join. Follow the steps below to join by December 1, 2011 and you'll receive your Reward during January – March 2012.

1. Complete an online membership application
2. Complete a Personal Wellness Profile - 15 points
3. Take any online Asset Health course - 10 points
4. Earn and record - 25 points

Become a Member & Commit to Your Good Health

Although there will be updates to the Program for the 2012 Plan year, the Rewards remain the same. As long as you maintain your membership, the Rewards don't stop.

All employees scheduled to work 30 or more hours per week and weekend option nurses can earn a \$20 bi-weekly Reward (\$520 maximum annually).

All employees scheduled to work 20 – 29 hours per week can earn a onetime \$25 Reward each quarter (\$100 maximum annually).

To enroll in the Rewards Program, log in to <https://portal.johnshopkins.edu/jhhsclasses> with your JHED ID and password.

You can also access the site by clicking the link in the enrollment site during Open Enrollment or by going to the Asset Health icon on the JHMI Staff page in the main JHED Web site (my.johnshopkins.edu).

Remember, you must either renew your membership or join for the first time by the December 1 deadline to receive a Reward starting in January.

If you don't have access to a computer or need help enrolling, please contact the HR Service Center/ Benefits Office, Phipps 455, (410)955-6208 or HRBenefit@jhmi.edu.

"It's Time to Kick Butt!"



Last year we introduced a discount for medical premiums for those employees who either don't use tobacco products or who committed to kicking the habit during 2011.

During this year's Open Enrollment period, you will again have the opportunity to certify your tobacco use.

Although statistics show that nationally tobacco use is declining, it is still the leading preventable cause of death.

During 2012, if you don't use tobacco, you'll save money on your EHP benefit premiums; \$10 each pay period. If you are a current tobacco user but commit to quitting, you'll also save money on your EHP benefit premiums; \$10 each pay period.

If you are a tobacco user and do not certify that you intend to quit, you will not receive the premium discount.

Open Enrollment is your only opportunity to certify your tobacco use so be sure to log into the enrollment site.

If you don't log into the site, you will default into the higher tobacco user rate. Once the Open Enrollment Web site closes on November 8, you will not have another opportunity to complete the online affidavit.

Already "Kicked Butt"

If you've already "Kicked Butt," congratulations on your

huge accomplishment! You're on your way to a healthier you!

If you certified last year that you planned to quit during 2011 you will need to provide proof that you participated in a tobacco cessation program. All documentation should be submitted to either Wellnet or the HR Service Center by November 8.

Still need help?

We know it's not easy letting go of tobacco. That's why we are still committed to helping you reach your goal.

Wellnet has compiled a variety of classes and resources to assist you in your efforts to become tobacco free. So don't worry; we'll continue to be with you every step of the way.

Take The First Step

This Open Enrollment, when you log into the enrollment Web site to make your elections, simply answer the questions about your tobacco use.

When you commit to quit during the year, you will need to supply confirmation that you are part of a smoking cessation program either through Wellnet, EHP, some other program or working with your personal physician.

Contact the HR Service Center/Benefits Office, Phipps 455, (410) 955-6208 or HRBenefit@jhmi.edu with any questions regarding the discount. You may also contact Wellnet at Wellnet@jhmi.edu or (410) 955-1040 for more information on the smoking cessation programs.

Wellness Programs

Fitness Reimbursement

Receive up to \$50 per calendar year for community based fitness classes and cardiovascular home gym equipment. Pre-approval must be received prior to reimbursement.

Weight Watchers Program

Receive 50 percent reimbursement for participating in the JHHSC/JHH onsite Weight Watchers Program. Participants must attend 75 percent of the 17 week program to be eligible for the 50 percent reimbursement.

Weight Management Programs

Whether you prefer going it alone or being part of a group, there are many fun and exciting programs offered through Weight Management designed to help you reach your goal. Look for information throughout the year on the Biggest Loser and Know Your Numbers challenges. Health coaching, Zumba, Weight Watcher at work and tons of discounted gym memberships are some valuable options that are available no matter your work location or fitness or health goal.

Contact Wellnet at Wellnet@jhmi.edu or (410)955-1040 for more information on these and other programs or to register.

Emergency ALERT SYSTEM

The Johns Hopkins Emergency Alert System releases information in a timely manner to all Hopkins staff in emergency situations. Please take a moment to verify your contact information and, if you are not registered, please register now. It only takes a minute. You can also sign up to receive emergency text messages via your cell phone.

- 1. Go to: <https://my.johnshopkins.edu> or <http://my.jhmi.edu> and log in**
- 2. Click on the My Profile button on the top left**
- 3. Click on Edit under Emergency Alerts on the right**
- 4. Enter or edit your contact information**

2012 Benefit Changes

Johns Hopkins is proud of the benefit package that's offered to employees and strives to continue to provide you with the best available coverage for the most competitive cost.

For the 2012 Plan year there are no changes to any of the benefit plans or coverage levels. You will notice a slight increase in the bi-weekly premiums. Hopkins continues to pay a considerable amount of the total monthly premiums for both plans.

Because Open Enrollment is the only time during the year when the Internal Revenue Service states that employees are eligible to make elections or changes to plans, be sure to carefully review your current elections and make the necessary changes or updates that will benefit you and your family.



My Doctor A Benefit to your health.

Choosing a doctor or consistently seeing the same medical provider is a terrific benefit to your health. You can easily request prescription refills, avoid long lines to receive care, and get health education materials that personally relates to you.

Whether you choose EHP Basic or EHP Premium for the 2012 Plan year, during Open Enrollment you'll need to designate your doctor.

If EHP knows who your doctor is, the benefits can be great. By knowing who your doctor is, EHP can help coordinate lower-cost options and EHP Care Managers can work as a team with you and your doctor.

If you don't currently have a doctor, we'll help you find one. Simply note in the Open Enrollment site that you don't have a doctor and you'll be contacted by an EHP Representative to help you.

Taking an active role in your health care by choosing and consistently seeing the same medical provider is the best way to make sure you stay healthy and receive the best quality of care.

2012 Bi-Weekly MEDICAL & DENTAL RATES

Non Union Non-Tobacco Users

Medical Plan Options	30 or More Hours Per Week/ Weekend Option Nurses		20-29 Hours Per Week	
	EHP Basic	EHP Premium	EHP Basic	EHP Premium
Employee Only	\$36.69	\$39.80	\$98.11	\$106.14
Employee & Child	\$97.84	\$106.14	\$196.24	\$212.28
Employee & Spouse or Same Sex Domestic Partner	\$121.81	\$132.14	\$244.32	\$264.28
Employee & Family	\$131.60	\$142.76	\$263.95	\$285.52

Non Union Tobacco Users

Medical Plan Options	30 or More Hours Per Week/ Weekend Option Nurses		20-29 Hours Per Week	
	EHP Basic	EHP Premium	EHP Basic	EHP Premium
Employee Only	\$46.69	\$49.80	\$108.11	\$116.14
Employee & Child	\$107.84	\$116.14	\$206.24	\$222.28
Employee & Spouse or Same Sex Domestic Partner	\$131.81	\$142.14	\$254.32	\$274.28
Employee & Family	\$141.60	\$152.76	\$273.95	\$295.52

Non Union Dental

Dental Plan Options	30 or More Hours Per Week/ Weekend Option Nurses		20-29 Hours Per Week	
	Comprehensive	High Option	Comprehensive	High Option
Employee Only	\$5.33	\$7.21	\$8.08	\$10.56
Employee & Child	\$10.65	\$14.42	\$16.18	\$21.13
Employee & Spouse or Same Sex Domestic Partner	\$14.65	\$19.83	\$22.24	\$29.05
Employee & Family	\$15.98	\$21.63	\$24.27	\$31.68

2012 Open Enrollment

Checklist

October 24, 2011

Open Enrollment begins.

- Log in to our Open Enrollment Web site, www.hopkinsbenefits.org, using your JHED ID and Password to review and verify the accuracy of current elections. Make sure you click "Accept" when you complete your online elections!
- If you are changing health plans, be sure your doctors are participating providers.
- Complete the Tobacco Use Affidavit. If you do not complete the Affidavit, the online system will automatically default to the tobacco user premium for 2012.
- Elect or Re-elect your Flexible Spending Account (health and/or dependent care) plan participation and amounts for 2012. Apply and submit yearly claims online.
- Update your beneficiary information for all plans.
- Designate your Primary Care Physician (regardless of EHP plan type).
- Print and retain a confirmation statement for your records.
- Submit any required documentation (marriage, birth certificate, etc.) with a copy of your confirmation statement to the HR Service Center/Benefits Office, Phipps 455, no later than November 14, 2011.
- Renew your membership or enroll in the Healthy@Hopkins Rewards Program by December 1, 2011 to receive Wellness Rewards during the first quarter 2012.

October 24 – November 8, 2011

Meet and greet representatives from the HR Service Center and various health plans.

November 8, 2011

Open Enrollment ends. All benefit changes must be entered online by midnight.

January 1, 2012

New 2012 plan year begins.

How to Enroll and Make Changes

Again this year, as in the past, we are offering electronic enrollment. You can view your current elections, make updates and print a confirmation statement all in ONE place. Log onto www.hopkinsbenefits.org and follow the instructions. All enrollment changes must be completed by 11:59 p.m. on November 8, 2011, and will be effective January 1, 2012.

Follow These Easy Instructions:

1. Log onto www.hopkinsbenefits.org
2. Enter your JHED ID.
3. Enter your JHED Password.
4. Follow the instructions and Enroll.
5. Click the Accept button to save your elections.
6. Print your Confirmation Statement.
(You will need this in case there are any questions later about the benefits you have elected for 2012)

Contact Us!
Have questions about
benefit changes or
how to enroll?
Contact us at
oequestions@jhmi.edu
or 410-955-6754

Plan Reminders

- During Open Enrollment, you can enroll in, change or drop medical and/or dental coverage. Add or change dependents. Review and update your disability coverage and beneficiaries.
- Join the Healthy@Hopkins Rewards Program or renew your existing membership.
- Sign up for long-term disability, supplemental life insurance or dependent life insurance. If you're enrolling in any of these for the first time you must complete an Evidence of Insurability (EOI) form.

You will receive an e-mail invitation to complete the EOI form online after you make the election in the enrollment site. Be sure to complete and submit the form to Unum, the insurance company, by December 23, 2011. Coverage will not begin until you have completed this process and the insurer has approved coverage. If you don't have or don't provide an e-mail address in the enrollment site, the EOI will be mailed to your home address with instructions to complete and return it.

- Open Enrollment ends at 11:59 p.m., Tuesday, November 8, 2011. **This is the only time during the year you have an opportunity to make changes – so don't miss the deadline!** The only exception is if you have a family or employment status change during the plan year. If you have a family status change during the plan year, you may change your medical or dental benefits or your Flexible Spending Account contributions within 30 days of the event.

Qualifying events include:

- Marriage or divorce
- Birth or adoption of a child
- Death of a dependent
- Gain or loss of a dependent's coverage
- Change in your or your spouse's employment status

****See your Guide to Benefits for more information on Qualified Status Changes.**

- March 31, 2012 is the deadline for submitting claims incurred during 2011 to your Flexible Spending Account administrator, Ceridian. Sorry, NO exceptions! It's the law!!
- Don't forget to designate a Primary Care Physician (PCP). If you have the EHP Basic Plan, a PCP must be noted in the enrollment site. Your PCP's information will be printed on your benefit card. If you have the EHP Premium Plan, your PCP's information will not be printed on your benefit card but their information will need to be noted in the enrollment site.
- Complete the Tobacco Use Affidavit.

Finding Your JHED ID & Password

Everyone who works for Johns Hopkins has a Johns Hopkins Enterprise Directory ID, or JHED ID. If you don't normally use your computer in your daily work you may not know that you have a JHED ID. Here's how you find it and how to create your password.

1. Log on to any Hopkins Campus computer (your department, library or HR) and visit the Web site <https://my.johnshopkins.edu>

2. Search for your name in the Search box in the upper right hand corner. When you find your name, click on it. You will see your information on the first line; this is your JHED ID.

3. Click on First Time JHED User (orange box in the top left hand corner) and enter your JHED ID in the box indicated. Then type in the letters shown in the box below and hit the Continue button.

4. Create a Password and enter it into the New Password and Confirm Password fields.

5. If all of your personal data was verified correctly, you have successfully created a password for your JHED ID. You may now login – go back to the home page and click on Login in the top left hand corner box.

6. Once you have found your JHED ID and created your password on a Hopkins computer, you can log in anytime – even on your home computer or laptop.

Open Enrollment Schedule

During the two weeks of Open Enrollment be sure to stop by one of the information tables to learn more about your benefits. You may also visit the HR Service Center/Benefits Office, M-F, 7 am – 5 pm for assistance enrolling.

Friday, October 21

- MLK Day Care Center, Rutland Ave., 1 p.m. - 3 p.m.

Monday, October 24

- Hurd Hall/Halstead, 7 a.m. - 9 a.m.
- JHOC (2nd floor near Diabetes Center), 11 a.m. - 1 p.m.

Tuesday, October 25

- Eastern, 12 p.m. - 2 p.m.

Wednesday, October 26

- Hurd Hall/Halstead, 11 a.m. - 1 p.m.
- JHOC (2nd floor near Diabetes Center), 3 p.m. - 5 p.m.

Thursday, October 27

- Keswick Cafeteria, 11 a.m. - 1 p.m.

Monday, October 31

- Hurd Hall/Halstead, 7 a.m. - 9 a.m.
- JHOC (2nd floor near Diabetes Center), 11 a.m. - 1 p.m.

Tuesday, November 1

- Hurd Hall/Halstead, 7 a.m. - 9 a.m.
- JHOC (2nd floor near Diabetes Center), 11 a.m. - 1 p.m.
- Signature OB/GYN, Howard County, 11:30 a.m. - 1:30 p.m.
- Howard County General, Pathology Lab, 2:30 p.m. - 4:30 p.m.

Thursday, November 3

- Hurd Hall/Halstead, 7 a.m. - 9 a.m.
- JHOC (2nd floor near Diabetes Center), 11 a.m. - 1 p.m.

Monday, November 7

- Hurd Hall/Halstead, 11 a.m. - 1 p.m.
- JHOC (2nd floor near Diabetes Center), 3 p.m. - 5 p.m.
- Hurd Hall/Halstead, 5 p.m. - 7 p.m.

Tuesday, November 8

- Hurd Hall/Halstead, 11 a.m. - 1 p.m.
- JHOC (2nd floor near Diabetes Center), 3 p.m. - 5 p.m.
- Hurd Hall/Halstead, 5 p.m. - 7 p.m.

We're Here to Help!

Assistance will be available in the HR Service Center/Benefits Office during the two weeks of Open Enrollment. If you need help finding your JHED ID or logging into the site, someone will be available M-F 7 am - 5 pm to assist you. If you don't have computer access at home or work, you may visit the Phipps computer lab, Room 404 where computers are available M-F 8 a.m. - 5 p.m.



Department of Human Resources
HR Service Center/Benefits Office
600 North Wolfe Street, Phipps 455
Baltimore, MD 21287-1454