

New Employees

1. I am a new employee. How can I enroll in PEEHIP coverage?

You can enroll **online** through [Member Online Services](#) within the 30-day period of your hire date. Once logged in, click “Enroll or Change PEEHIP Coverage,” then click the newly eligible for PEEHIP coverages option. Follow the onscreen prompts until you receive a Confirmation page confirming your enrollment requests were saved and submitted to PEEHIP. Or, you can enroll by properly completing the [HEALTH INSURANCE AND OPTIONAL ENROLLMENT APPLICATION](#) form and **mailing the form to PEEHIP**.

2. Does a new employee have a deadline to enroll in the PEEHIP insurance coverages?

Yes. You have **30 days from your date of hire** to enroll in the PEEHIP Hospital Medical and the Optional Coverage Plans. Otherwise, you are only allowed to enroll in single Hospital Medical coverage effective the date the enrollment application is completed and submitted to PEEHIP. You must wait until the next Open Enrollment period to enroll in family coverage and the Optional Coverage Plans.

3. Will I have a pre-existing waiting period if I enroll in PEEHIP coverage as a new employee?

A new employee hired **after July 1 and before October 1** is given a waiver on the waiting period for pre-existing conditions. However, a new employee hired **after** October 1 is required to serve a 270-day waiting period on pre-existing conditions unless proof of previous coverage is received and approved by PEEHIP. When enrolling, PEEHIP will require a Certificate of Creditable Coverage from your previous insurance plan proving you had previous insurance without a 63-day or longer lapse in coverage.

4. As a new employee, can I choose the effective date I want my coverage to begin?

Yes. A new employee hired during the Open Enrollment period of July 1 through September 30 can choose his or her effective date of coverage to be either the **date of hire**; the **first of the month following the date of hire**; or **October 1**. A new employee hired outside of the Open Enrollment period can choose his or her effective date of coverage to be either the **date of hire** or the **first of the month following the date of hire**.

5. I am a new employee. Can I enroll in the Flexible Spending Accounts? If so, what will the effective date be?

Yes. The Flexible Spending Accounts for a new employee hired during the Open Enrollment period of July 1 through August 30 will have an effective date of October 1. The Flexible Spending Accounts for a new employee hired outside of the Open Enrollment period will have an effective date beginning the first day of the first full month after the date of hire. The Flexible Spending Accounts will cancel at the end of the Program Year on September 30. Re-enrollment is required each year if a member desires to participate in Flexible Spending Accounts.

6. Am I considered a new employee if I am rehired after having resigned last year?

An employee who is hired for the first time or rehired with a prior break in PEEHIP coverage is considered a new employee with respect to the policies regarding enrolling in PEEHIP coverage(s).

7. I am a new employee hired on August 1. Can I enroll in the Optional Coverage Plans on my date of hire then cancel the plans during Open Enrollment?

No. New employees employed during the Open Enrollment period cannot enroll in the Optional Plans on their date of hire and cancel the plans October 1 of that same year. You must wait until the next Open Enrollment period to cancel.