

## Open Enrollment

### 1. When is Open Enrollment?

Open Enrollment is held every year from **July 1 through August 31** for members to add new coverage or to make changes to current coverage. All changes approved are made effective October 1. The Open Enrollment period is **extended through September 10 for members who enroll online through [Member Online Services](#)**. Open Enrollment deadline for enrolling or re-enrolling in **Flexible Spending Accounts** online or on paper is September 30, for an effective date of October 1.

### 2. When will the Open Enrollment packets be available?

The packets will be made available by July 1 on the [PEEHIP Open Enrollment Web page](#). **IMPORTANT:** Just as last year, the Open Enrollment packets will not be mailed to members. Instead, active and retired members can view and/or download a copy of the Open Enrollment packet from the PEEHIP Open Enrollment web page. Members are strongly encouraged to make their insurance changes through [Member Online Services](#). For those members who do not have internet access and cannot download the information, an open enrollment packet can be mailed if the member contacts a customer service representative in the RSA Member Services department at 877.517.0020.

### 3. Does PEEHIP have an Open Enrollment web page?

Yes! PEEHIP created a new Open Enrollment Web page designed to make it easy for you to find all the information you need to make an informed decision about your health plan selections. You will find FAQs, tutorials, deadlines, Open Enrollment Packets and other pertinent information about open enrollment. [Click here](#) to learn more.

### 4. If I do not need to make any changes to my PEEHIP coverage during Open Enrollment, do I need to notify PEEHIP of this?

No. If a member does not wish to make changes to his or her PEEHIP Hospital Medical or Optional Coverage Plans, the member should **not** submit an Open Enrollment form to PEEHIP. However, if a member wants to enroll or renew his or her Flexible Spending Accounts, Federal Poverty Level Premium Discount, or PEEHIP CHIP, he or she must re-enroll each year as these three programs do not automatically renew.

### 5. Can I enroll online during the Open Enrollment period?

Yes. Enrollment in new PEEHIP coverages and/or changes in existing coverages can be made online in **one easy integrated process** – no more separate forms to complete! Go to [Member Online Services](#) to enroll online.

### 6. Will I have a waiting period for pre-existing conditions if I enroll during Open Enrollment?

No. A waiting period will not apply on pre-existing conditions for members and their dependents enrolling in new coverage(s) that are effective on October 1.

### 7. What is the last day I can submit an Open Enrollment form to PEEHIP?

- The deadline for submitting **paper enrollment forms is August 31** and the envelope must be post-marked on or before this date to be accepted by PEEHIP, unless August 31 falls on a Sunday or a holiday. The envelope must be post-marked by the last working day **prior to** the Sunday or the holiday.
- The deadline for submitting Open Enrollment changes **online is midnight of September 10** for the Hospital Medical and Optional Coverage Plans. The Open Enrollment link will be removed after this time.

- The deadline for enrolling in the **Flexible Spending Accounts [online](#)** is **midnight of September 30**. The Flex Open Enrollment link will be removed after this time. The deadline for submitting a **paper** enrollment form is September 30. Any forms post-marked after September 30 will not be accepted by PEEHIP.

**8. What is the difference between the Health Insurance and Optional Enrollment Application and the Health Insurance and Optional Status Change Form? Can I use either form to make changes to my current coverage?**

The [HEALTH INSURANCE AND OPTIONAL ENROLLMENT APPLICATION](#) is used for enrolling in NEW coverage(s) for the following members: New employees; active and retired members who are not enrolled in any coverage(s); and active and retired members who want to enroll in an Optional Coverage Plan(s) that they currently are not enrolled in. The [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form is used by active and retired members who wish to cancel or make changes to their existing coverage.

For example: Current members who want to change their current Hospital Medical plan to a different one must first cancel the current plan using the [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form, then add the new plan using the [HEALTH INSURANCE AND OPTIONAL ENROLLMENT APPLICATION](#). Current members who want to change from single to family coverage for their Optional Plans must use the [HEALTH INSURANCE AND OPTIONAL STATUS CHANGE](#) form.

**Note:** The [Member Online Services](#) system integrates the two forms so that a member can enroll in and/or make changes to his or her PEEHIP insurance coverage online all in one easy integrated process.