

2024 Open Enrollment Checklist

- Open Enrollment starts **Nov. 1st** and ends on **Nov. 15th**.
- If you are currently receiving an insurance premium discount for being nicotine free, you will automatically continue to receive the discount in 2024. No action is required on your part. If you are not currently receiving the discount but wish to take advantage of it in 2024, you (and your covered spouse) can complete a nicotine test through Employee Health. A negative nicotine test result is the only requirement to qualify for the discount in 2024. Nicotine testing will be available November 1 through December 1. Call 262-928-5900 to schedule an appointment. Walk-in testing is not available.
- Visit the Ask Alex tool (*QR code below*) to determine which benefits will work best for you and your family.
- Visit the **HR Collaborate** page to review the benefit guide.
- You must re-enroll in your HSA and/or FSA plan for 2024. Your current elections do not carry over. To enroll in an HSA you must also be enrolled in ProHealth Care's High Deductible Plan.
- Enroll in voluntary life and voluntary long-term disability buy-up insurance with Lincoln Financial Group at **<https://lfg.benselect.com/prohealth3>**.
- Complete your annual Spousal Surcharge Waiver and Out-of-Area Medical Forms (if applicable) **online through iService, HR Catalog**.
- Find an in-network provider at **<https://widsnetwork.phci.org>**.
- Enroll via Employee Self Service: **<https://ess.phci.org>**.

Ask Alex QR Code

