

Enroll in Benefits

Last Updated: 10/29/2024 01:58 PM

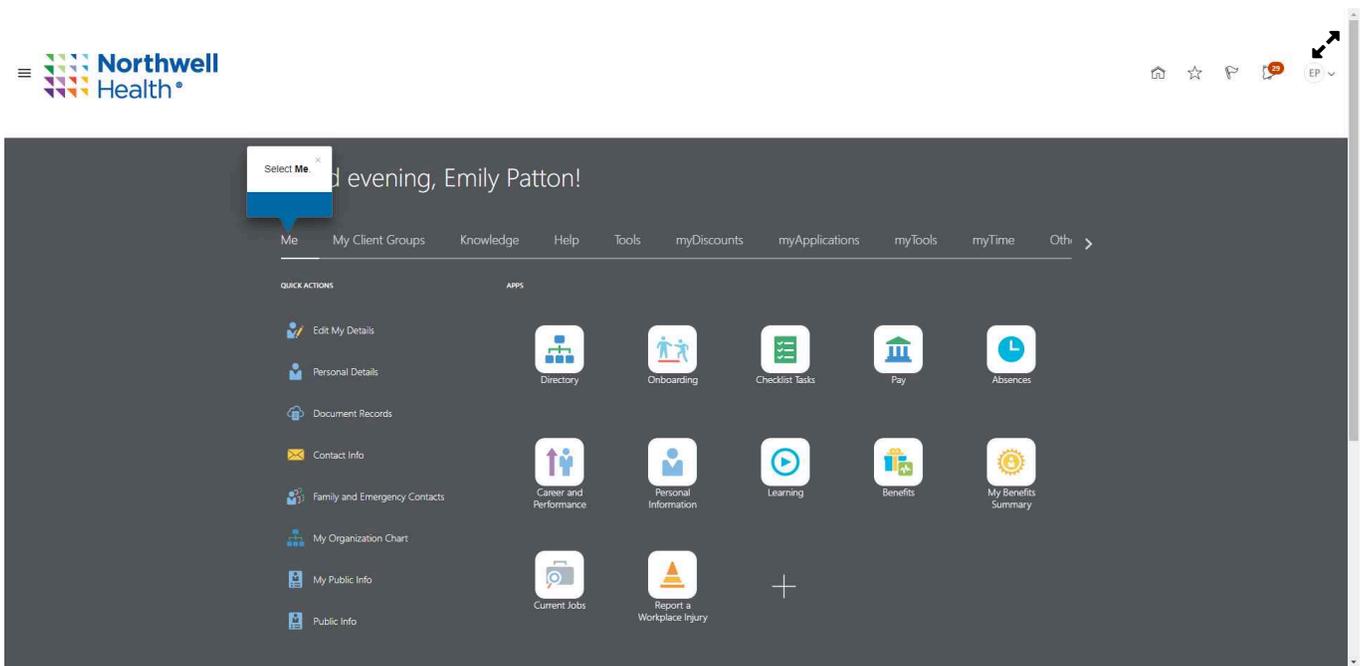
STEP 1

Click the [video](#) below for a guide on how to enroll in benefits. For step-by-step guidance through myExperience, click **next** in the bottom right of this window.

Open Enrollment - myExperience

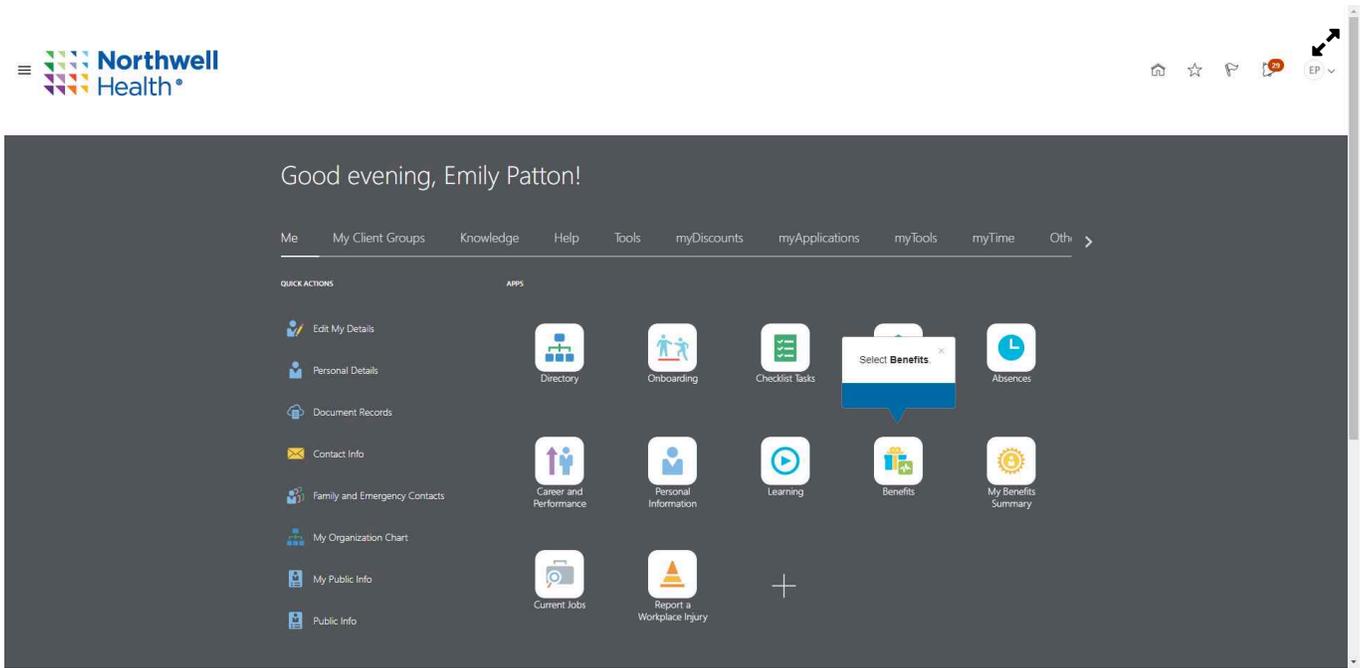


STEP 2



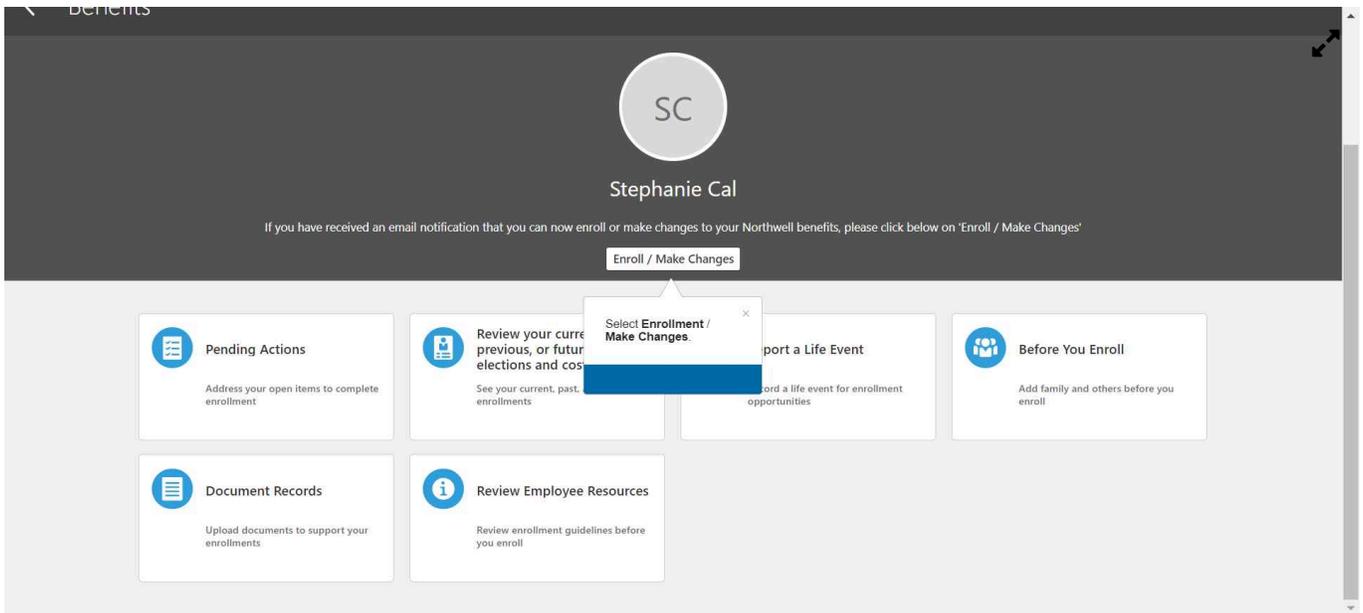
Select Me.

STEP 3



Select **Benefits**.

STEP 4



Select **Enroll / Make Changes**.

STEP 5

Review people you plan to cover, then click 'Continue' to proceed with enrolling.

"People to Cover" are imported from your Contacts in myExperience and *do not* indicate benefits coverage.

- You can add a dependent/beneficiary by clicking the **Add** button.
- You can edit an existing record by **clicking on the name**. Then click on the **pencil icon** to the right. Once completed, click the 'Submit' button to save your changes. Then, click the back arrow to return to this page.
- If you wish to **remove** someone from your Benefits, click **Continue** and disenroll from specified plan(s).

Note: Hover over the *i* icons, throughout the guide, for additional information.

People to Cover

Suzanne Tangney Spouse	+ Add
Kaitlyn Tangney Child	

Review people you plan to cover, then click 'Continue' to proceed with enrolling.

"People to Cover" are imported from your Contacts in myExperience and *do not* indicate benefits coverage.

- You can add a dependent/beneficiary by clicking the **Add** button.
- You can edit an existing record by **clicking on the name**. Then click on the **pencil icon** to the right. Once completed, click the 'Submit' button to save your changes. Then, click the back arrow to return to this page.
- If you wish to **remove** someone from your Benefits, click **Continue** and disenroll from specified plan(s).

Note: Hover over the *i* icons, throughout the guide, for additional information.

STEP 6



New Contact

Fill in mandatory and pertinent fields, then select **Submit**.

Submit

Cancel

Basic Information ⓘ

*Last Name <input type="text"/>	Middle Name <input type="text"/>
*First Name <input type="text"/>	Honors <input type="text"/>
Title Select a value <input type="text"/>	Preferred Name <input type="text"/>
Prefix <input type="text"/>	Previous Last Name <input type="text"/>
Suffix <input type="text"/>	
*Relationship Select a value <input type="text"/>	Gender Select a value <input type="text"/>
*What's the start date of this relationship? <input type="text" value="mm/dd/yyyy"/>	Date of Birth <input type="text" value="mm/dd/yyyy"/>
Student Status Select a value <input type="text"/>	<input type="checkbox"/> This person is an emergency contact
	Tobacco Use Select a value <input type="text"/>

Fill in mandatory and pertinent fields, then select **Submit**.

STEP 7



Start Enrollment

Cancel

Authorization

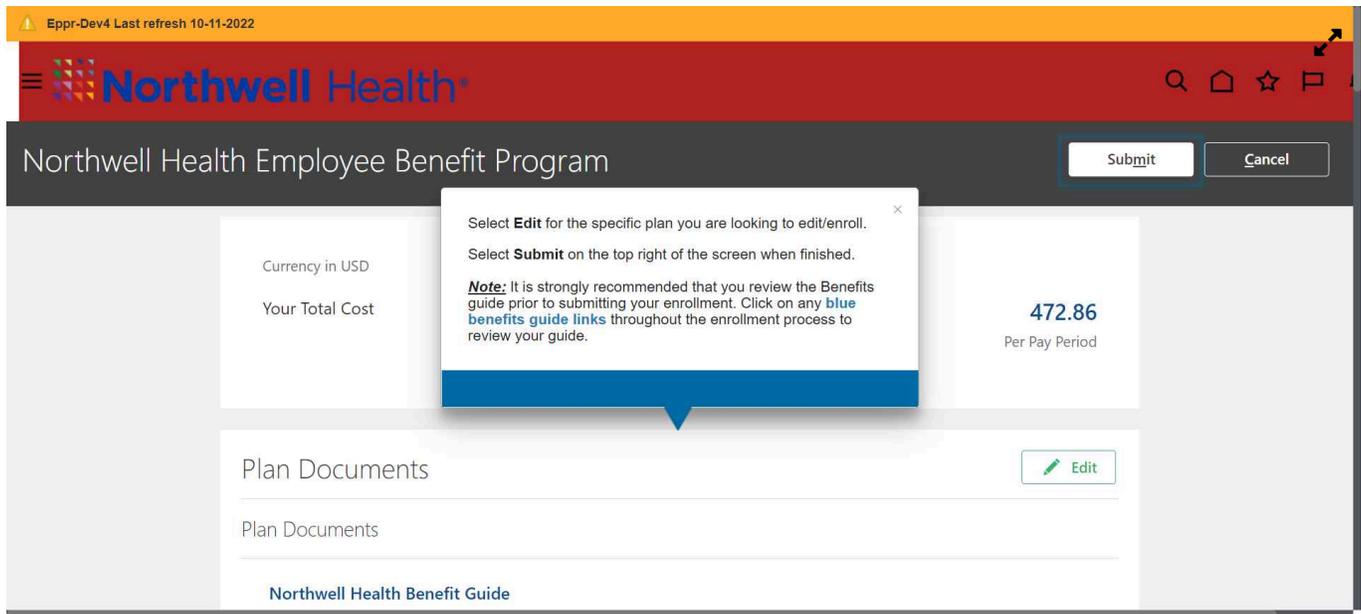
By enrolling in Benefits, you are authorizing Northwell Healthcare to take deductions from your pay for your cost of coverage. You are also authorizing the Benefits Office to send necessary personal information to your selected providers to initiate and support your coverages and you may be contacted by a service provider (may be a Northwell Health employee) offering information, support or assistance, related to the usage of plan benefits. Any participation in, or cooperation with, such services or providers is completely voluntary and without extra charge. Any personal health information that is voluntarily provided will not be used for purposes other than the services offered.

Select **Accept**
Note: Selecting Decline will terminate this task.

Select **Accept**.

Note: Selecting Decline will terminate this task.

STEP 8

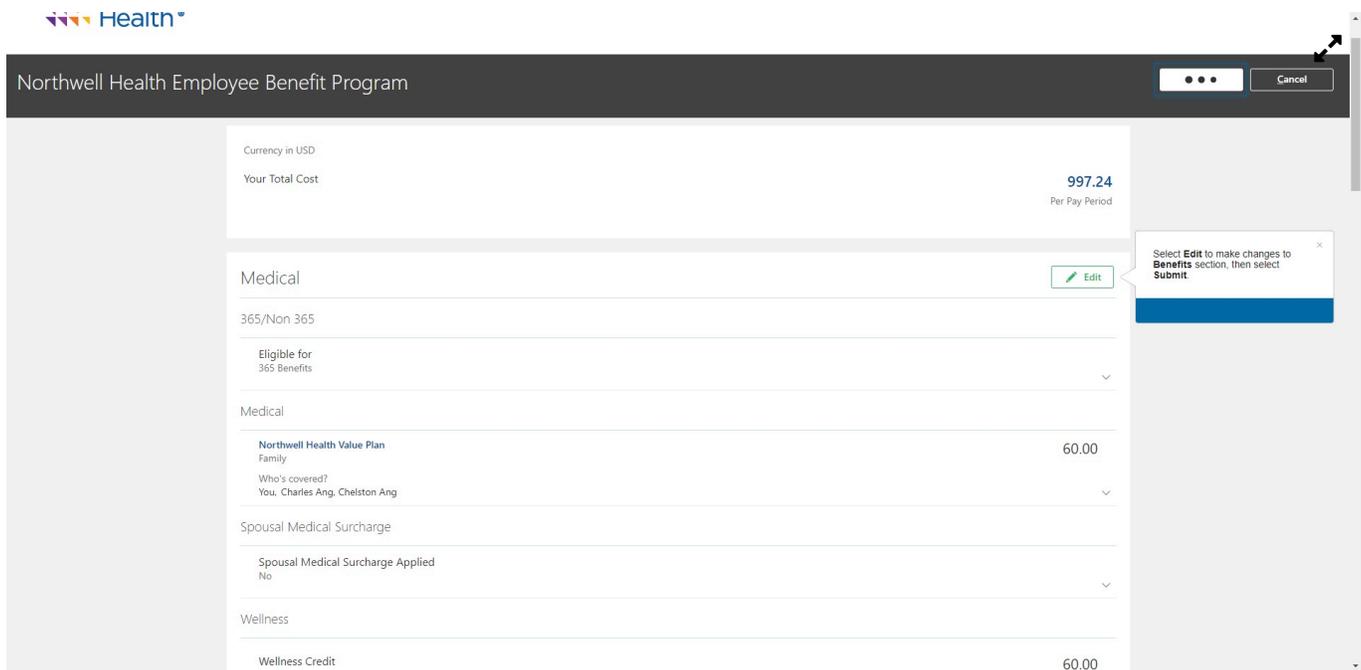


Select **Edit** for the specific plan you are looking to edit/enroll.

Select **Submit** on the top right of the screen when finished.

Note: It is strongly recommended that you review the Benefits guide prior to submitting your enrollment. Click on any **blue benefits guide links** throughout the enrollment process to review your guide.

STEP 9



Oracle internal step.

STEP 10



Medical

After making changes/enrolling, select **Continue** to go back to the main Benefits Summary page.

[Continue](#) [Cancel](#)

Currency in USD

Your Total Cost

60.00
Per Pay Period

Northwell offers our non-union team members three generous medical plans through United Healthcare.

The first two Point of Service plans (Value and Buy-Up) are similar in that they both feature in-system, in-network, and out-of-network coverage. When utilizing in-system Northwell and Northwell-affiliated providers, you will pay the low copay of \$20 for a primary and urgent care visit, and \$40 for a specialist.

The third plan is the Northwell Health High Deductible Health Plan (HDHP) administered by United Healthcare and Health Savings Account (HSA). This plan is designed for those who use in-system and in-UHC network providers and facilities and are looking to save for future medical expenses. This plan has lower premiums but higher deductibles than a traditional health plan.

Note: If enrolled in any of the United Healthcare medical plan options, participants will also automatically be enrolled in a prescription plan through Vivo Health Pharmacy.

365/Non 365

Eligible for

365 Benefits

After making changes/enrolling, select **Continue to go back to the main Benefits Summary page.**

STEP 11



Review the Confirmation page to confirm your selections and identify any Pending Actions.

Next

Print

EP

Confirmation

Northwell Health Employee Benefit Program



You can make changes until 23:59:00 EST, 02/03/2021.

Thank you for submitting your Benefit Elections!

Insurance ID cards will only be issued if you are new to the coverage or made election changes to your medical plan and dental plan to Cigna Dental Care Access Network plan. The Cigna PPO and Davis Vision plans do not issue ID cards.

Don't have a primary care provider? Call Northwell Patient Access Services at 888-321-3627 and a representative will help locate a CIPA provider for you, or you can search for a provider here Northwell.edu/insystem

Northwell team members enrolled in a Northwell medical plan and their families can get assistance day or night, by calling the *Clinical Call Center*. Reliable advice about urgent health concerns and changes in conditions is provided by experienced Northwell registered nurses certified in emergency communication and trained to recommend the right level of care for you. Call (516) 918-6005 for free and confidential support— anytime, anywhere.

You have access at any point throughout the year to information specific to benefits, benefit changes and any important documents and claim forms by clicking [here](#)

VOLUNTARY BENEFITS THROUGH AON VOLUNTARY BENEFITS AND ENROLLMENT SOLUTIONS

Additional coverage is offered through Northwell's partner Aon. Voluntary benefits complete your benefit package by providing enhanced coverage, offering additional protection against out of pocket costs and the benefit policies are portable, meaning you can take them with you if you should leave the organization. For more information on the below plan offerings or to get a quote and enroll, call the Aon Voluntary Benefits and Enrollment Solutions Enrollment Center at 1-855-874-0439 M-F 9am until 6pm EST or you can enroll now by clicking here Northwell.edu/voluntarybenefits

Critical Illness Insurance

The policy pays the full benefit directly to you if you are diagnosed with a covered condition. You can use this benefit any way you choose

Accident Insurance

Accident Insurance is designed to help cover the out-of-pocket medical expenses and extra bills you may incur as a result of an accident.

Hospital Indemnity Insurance

This coverage pays a benefit to you when you are admitted to the hospital and additional amounts for each day you are confined.

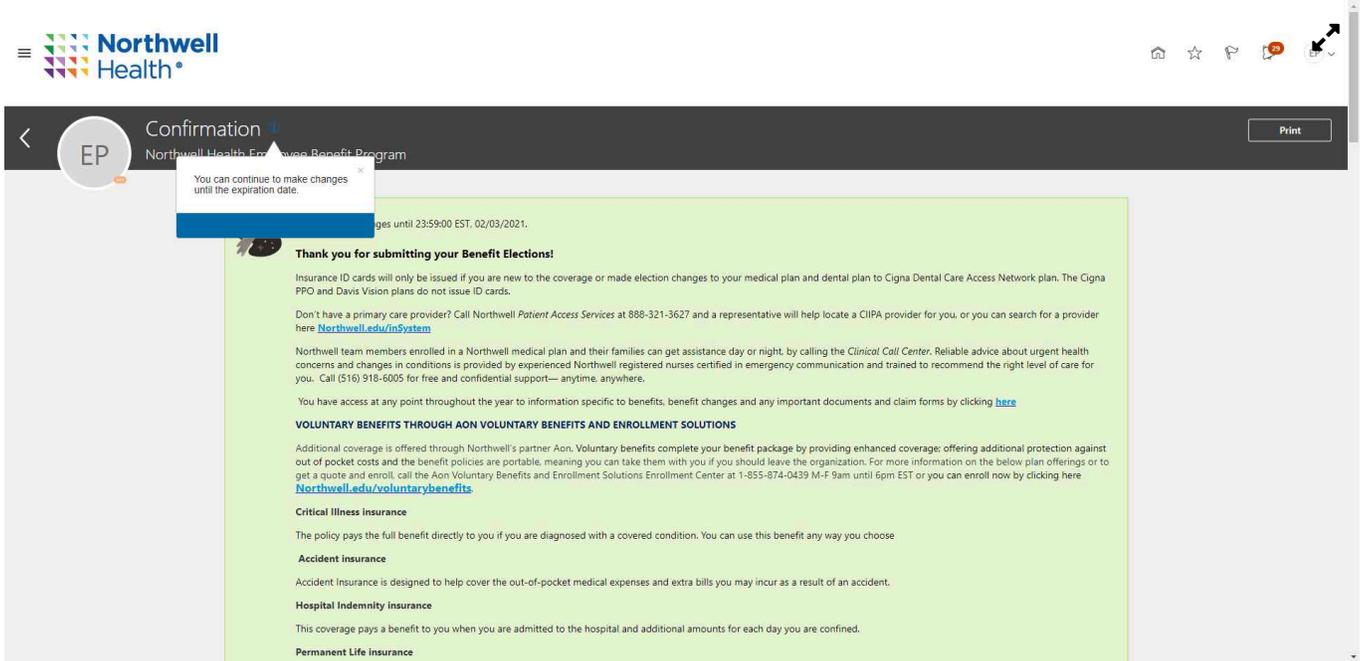
Permanent Life Insurance

Review the Confirmation page to confirm your selections and identify any Pending Actions.

Note:

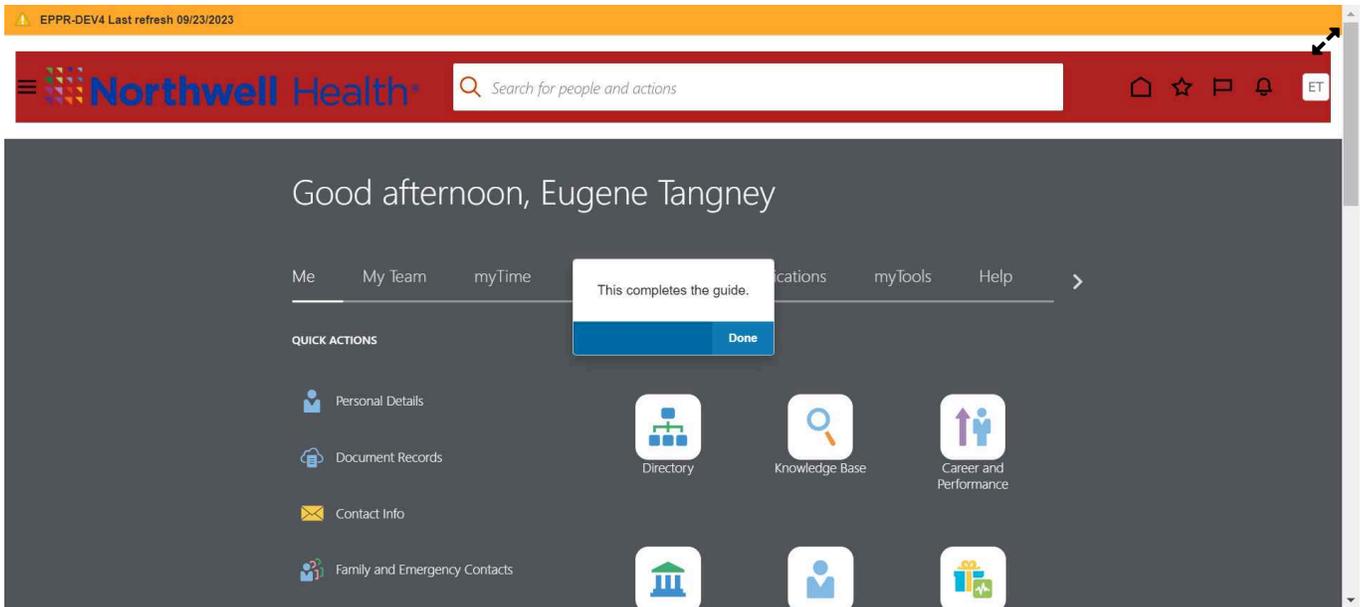
- A confirmation email will be sent to your Northwell email address.
- If you would like to print this page, please click **Print** on the top right of the screen.

STEP 12



You can continue to make changes until the expiration date.

STEP 13



This completes the guide.