

## City Unique Employee ID Number Replaces the Member's SSN

In the past, it was necessary for our plan members to share their Social Security Number (SSN) with their dependents and with providers as part of the eligibility verification process and for claims processing.

As part of our ongoing commitment to protect your personal information and to eliminate the potential for any accidental disclosures regarding Social Security Number fraud, City HR Benefits and Wellness has worked with our Vendor Partners to eliminate the need to use a member's SSN in many instances for the purpose of verifying eligibility and claims processing.

That is right! Instead of using your SSN, you will now be able to present and share your unique, six-digit employee identification number (EMPLID) in most cases.

The table below provides you with some basic information concerning the use of your EMPLID. This change takes effect on **1/1/2009**.

When Retirees Should use Their Employee ID Number			
Benefit Plan	Vendor Name	Primary Function	Comments
	Memorial Health System	<ul style="list-style-type: none"> <li>In Network Hospital and Providers</li> <li>Primary provider network</li> <li>Utilization/Case Management Services</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID at the time of service and for inquiries.</li> </ul>
	AmeriBen/IEC	<ul style="list-style-type: none"> <li>Third Party Medical Claims Administrator</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID for inquiries concerning claims. The EMPLID should also be used when accessing the online claims lookup system.</li> <li>Employee, spouse, and dependent SSNs will remain on the eligibility file as this is a Medicare requirement.</li> </ul>
<b>Medical</b>	Multiplan Private Health Care Systems/Multiplan—Healthy Directions	<ul style="list-style-type: none"> <li>Wrap Around Network for out-of-network provider discounts</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID at the time of service.</li> </ul>
	<i>City Employee Medical Clinic (The City is exploring other opportunities for a City Employee Medical Clinic)</i>	<ul style="list-style-type: none"> <li><i>In-House Medical Clinic</i></li> </ul>	<ul style="list-style-type: none"> <li><i>If and when available, Employee and dependents will use the EMPLID at the time of service.</i></li> </ul>
	TelaDoc	<ul style="list-style-type: none"> <li>Physicians diagnose routine, non-emergency medical problems via the telephone</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID at the time of service.</li> </ul>

Benefit Plan	Vendor Name	Primary Function	Comments
<b>Pharmacy</b>	MaxorPlus	<ul style="list-style-type: none"> <li>Pharmacy Benefit Manager (PBM)</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID at the time of filling and/or picking up a prescription at the retail pharmacies and our in-house pharmacy.</li> </ul>
<b>Dental</b>	Delta Dental	<ul style="list-style-type: none"> <li>Dental Benefits Vendor</li> </ul>	<ul style="list-style-type: none"> <li>Employee and dependents to use the EMPLID at the time of service and for claim inquiries. This number must be preceded by 3 leading zeros (000) so that it looks like a SSN in order for claims to process correctly.</li> </ul>
	Flores and Associates	<ul style="list-style-type: none"> <li>Direct Reimbursement Dental Benefits</li> </ul>	<ul style="list-style-type: none"> <li>If the participant submits the claim directly to Flores, the form is pre-filled with Flores' assigned Personal Identification Number (PID) provided the form is downloaded directly from Flores' web site.</li> <li>If your dentist submits the claim to Flores, the dentist can submit the claim using the City's unique employee identification number, the PID or the alpha code that is on the dental identification card.</li> </ul>
<b>Vision</b>	Vision Service Plan	<ul style="list-style-type: none"> <li>Vision Benefits Vendor</li> </ul>	<ul style="list-style-type: none"> <li>Employees and Dependents use the employee's last name and date of birth at the time of service and for claim inquiries.</li> <li>If neither of these results in identifying the employee, the patient may be asked for the last 4 digits of the EMPLID.</li> </ul>
<b>Wellness Program</b>	Alere (formerly Matria Healthcare)	<ul style="list-style-type: none"> <li>Reach Your Peak Wellness Vendor</li> </ul>	<ul style="list-style-type: none"> <li>Employee to use the EMPLID.</li> <li>Dependents to use the EMPLID.</li> </ul>
<b>Disease Management Programs</b>	Memorial	<ul style="list-style-type: none"> <li>Various Disease Management programs</li> </ul>	<ul style="list-style-type: none"> <li>Participant to use the EMPLID.</li> </ul>
	Maxor	<ul style="list-style-type: none"> <li>Diabetes Ten City Challenge</li> </ul>	<ul style="list-style-type: none"> <li>Participant to use the EMPLID.</li> </ul>
	ProCare	<ul style="list-style-type: none"> <li>Depression Care Management</li> </ul>	<ul style="list-style-type: none"> <li>Participant to use the EMPLID.</li> </ul>
<b>Life Insurance</b>	Aetna	<ul style="list-style-type: none"> <li>Basic Life and Voluntary Term Life Insurance Plans</li> </ul>	<ul style="list-style-type: none"> <li>The member's SSN is required for processing death claims.</li> <li>The employee's SSN is required for processing premium waivers.</li> <li>Evidence of Insurability (EOI): Employee to use the EMPLID.</li> </ul>

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| <ul style="list-style-type: none"> <li>SSNs for Employees and Dependents will continue to be maintained in our PeopleSoft Human Resource Information System and shared with our vendor partners on an as needed basis. For example, AmeriBen/IEC is required to report SSNs to Medicare and Aetna requires the member's SSN for the purpose of filing claims.</li> </ul> |
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