Use this section as a resource to learn more about your benefits.

**2018 Open Enrollment Information**
- 2018 Open Enrollment Quick Start Guide
- 2018 Open Enrollment Fair Locations
- 2018 Bi-Weekly Premiums
- 2018 Open Enrollment FAQ
- 2018 Medical Precertification List
- 2018 Rewards and Benefits Guide
- 2018 PTO Sell Dates and Instructions
- Enrollment Instructions
- Premier Plan Highlights
- Laws Protecting Your Journey
- Out of Area Plan Details
- 2018 Select Plan Highlights
- 2018 Select Plan Enrollment Form
- 2018 Transition of Care Form

**2017 Reward and Benefit Materials**
- 2017 Rewards and Benefits Guide
- 2017 Bi-Weekly Premiums
- 2017 Laws Protecting Your Journey
- 2017 Onboarding Checklist

**Adoption Assistance**
- Adoption Assistance Policy HR63
- Request for Adoption Expense Reimbursement

**Advanced Directives**
- Advanced Directives Spiritual Care Contacts
- Directive to Physicians and Family or Surrogate Form
- Advanced Directives Video
- Medical Power of Attorney Form
- Advanced Directives Video – Spanish Version
- Medical Power of Attorney Form - Spanish
- Directive to Physicians and Family or Surrogate Form

**Back Up Care**
- Back-Up Care Advantage Program Overview
- Back-Up Care Mobile App

**BRAVO**
- BRAVO access instructions
- BRAVO eCard instructions

**CHRISTUS Integration**
- 2014 Rewards and Benefits Guide
- Onboarding Events Calendar
- Frequently Asked Questions
- Printing Temporary ID Cards
- Houston Methodist Overview Presentation
- Quick Start Guide
- Onboarding Checklist

**COBRA**
- COBRA Rates and Information
College Coach
College Coach Benefit Overview

Concierge Care Services
Care.com Services
Top Care.com Tips
Senior Care Assist

Dental Coverage
2018 Delta Dental PPO Summary
Dental Expense Claim Form - 2017
2018 Delta Dental – Print ID Card
Dental: DeltaCare USA DHMO Schedule
2018 Delta Dental PPO Ortho Facts
2018 Delta Dental Online & Mobile
2018 Delta Dental Plan Comparison
2018 DHMO Continuous Care Form
2018 DeltaCare DHMO Ortho Facts

Dependent Eligibility and Spousal Surcharge Verification
ConSova Dependent Verification FAQs
Spousal Eligibility Documentation
Dependent Eligibility Criteria
Spousal Surcharge Form & Instructions
How to Order a Tax Transcript
Consova Knowledge Library

Disability
Forms and Information Packet for FML to Care for a Family Member
I'm Going on a Leave of Absence
Forms and Information Packet for FML for Employee's Serious Health Condition
Leave of Absence Policy HR29
Forms and Information Packet for Leave of Absence - Military
LOA Online Benefit Payment System
Forms and Information Packet for Leave of Absence - Personal
LOA Online Benefit Payment System Instructions
Forms and Information Packet for Short-Term Disability and FML
Long-Term Disability Benefits
Short-Term Disability Basics
Short-Term Disability & Long-Term Disability Policy HR26
Emergency Travel Assistance Services
AirMed Member Guide (with ID Card)  Cigna Secure Travel Program

Employee Assistance Program
EAP Basics and Wallet Card  EAP Legal Services Information
EAP Financial Services Information  EAP Live and Work Well Website Information
EAP Overview  EAP Mobile App

Employees Helping Employees Program
Employees Helping Employees  Leave Share Application
Financial Gift Donation Form  PTO Donation Form

Flexible Spending Accounts Overview
2018 FSA Informational Booklet  2018 Healthcare FSA FAQs
2018 FSA Member Guide  2018 Healthcare FSA Claim Form
2018 Eligible Expenses  2018 Child Care FSA Claim Form
2017 Health Care Claim Form  2017 Dependent Care Claim Form
Eligible Dependent Care Expenses  How Your FSA Works When You Terminate
Reimbursement for FSA Expenses

Flu Vaccine Program
Flu Vaccine Program 2017

Health Care Reform
Marketplace Options-Benefits Eligible Employees
Marketplace Options-Non Benefits Eligible Employees

ID Cards
Medical: Printing Temporary ID Cards  Medical: MyQHealth/UMR Mobile App
Rx: Printing Temporary ID Cards  Rx: CVS Caremark Mobile App
Dental: Printing Temporary ID Cards  Dental: MetLife Dental Mobile App
Vision: Printing Temporary ID Cards  EAP: Mobile App
AirMed ID Card  2018 Delta Dental Mobile App
2018 Dental: Printing Temp ID Card
Lactation Rooms
Lactation Rooms by Location

Laws Protecting Your Journey
Children’s Health Insurance Program (CHIP) Reauthorization Act Special Enrollment Rights Notice
Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)
Health Insurance Portability and Accountability Act (HIPAA)
Health Insurance Portability and Accountability Act (HIPAA) Special Enrollment Rights Notice
Mental Health Parity and Addiction Equity Notice
Notice of Privacy Practices
Prescription Drug Coverage and Medicare (Medicare Part D)
Qualified Medical Support Order (QMCSO)
Right to Designate a Primary Care Provider Notice
Summary of Benefits and Coverage Available
The Employee Retirement Income Security Act of 1974 (ERISA)
The Newborn’s and Mother’s Health Protection Act (Newborn’s Act)
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
Women’s Health and Cancer Rights Act
Workers’ Compensation
Your Rights Under the Family Medical Leave Act of 1993 (FMLA)

Legal Plan
Hyatt Legal Plan Summary

Life and Accidental Death and Dismemberment Insurances
Accelerated Benefit
Beneficiary Designation
Conversion and Portability
Imputed Income
Life Insurance Needs Calculator
**Life Events**
- I'm a New Hire
- I'm Getting Married
- I'm Having a Baby
- I'm Getting Divorced
- I'm Going on Leave
- How to Complete a Life Event in MARS

**Manager Tools**
- CIGNA IAM Link
- FML IAM Reporting User Guide
- Light Duty Pay Code Procedure

**MARS Transition Communications**
- Frequently Asked Questions
- Overview Brochure

**Medical Plan**
- 2017 Choice Plan Highlights
- 2017 Choice Plus Plan Highlights
- Houston Methodist Care Navigator
- Houston Methodist Primary Care Group
- Printing Temporary ID Cards
- Select Plan Highlights
- 2018 UMR Medical Claim Form
- 2018 Disabled Dependent Form

**M-List**
- M-List Basics
- M-List Terms of Acceptable Use

**MyMethodistAdvantages**
- Employee Advantages (YouDecide) Mobile App
- Employee Advantages Overview

**Manager Tools**
- Management Checklist for STD, LOA & FML
- PTO Hours Adjustment Form
- Summary of api LaborWorkx Pay Codes for STD and FML

**MARS Transition Communications**
- PTO Changes Brochure
- Shift Differential Changes Brochure

**Medical Plan**
- Tips for Reducing Your Health Care Costs
- UHC Medical Claim Form
- 2018 Medical Plan Highlights (Premier & Premier+)
- Why Choose a Houston Methodist Preferred Network Facility?
- Why Choose a Houston Methodist Preferred Network Physician?
- Why Choose an In-Network Provider in the Choice Plus Plan?
- 2018 Medical Precertification List

**M-List**
- M-List Website

**MyMethodistAdvantages**
- MetLife Auto and Home FAQs
- Employee Advantages Overview
**Paid Time Off**
- 2017 Houston Methodist Holidays
- 2018 Houston Methodist Holidays
- PTO Accrual Schedule
- Bereavement Policy HR47
- Jury Duty Policy HR69
- Donating Your PTO
- PTO Policy HR25
- PTO Selling Program FAQs
- Selling Your PTO
- What Happens to My PTO if I Leave HM?

**Payroll**
- 2018 Payroll Schedule
- Employee Payroll Handbook
- ERF Payout Schedule

**Prescription Drug Program**
- CVS Mail Order Form
- Printing Temporary ID Cards
- CVS Caremark Reimbursement Form
- 2018 No Cost Generics
- 2018 Value Formulary – Prior Auth Req
- 2018 Value Formulary – Step Therapy
- CVS Caremark Mobile App
- CVS Mail Order Form - Spanish
- CVS Maintenance Choice Program
- FAQs
- 2018 Value Formulary – Eff 4/2018
- 2018 Value Formulary – Qty Limits Post PA
- 2018 Value Formulary – Qty Limits

**Retirement and Savings Plan**
- 2017 Guide to Retirement Plan Changes
- DCP Guide
- Fidelity Funds Performance
- Notice to Interested Parties in the DCP
- Medicare and You Guide
- Portfolio Advisory Service (PAS)
- Preparing Your Savings Retirement Webinar
- Retirement Plan Highlights
- Retiring from Houston Methodist
- Retirement Plan Enrollment Guide
- Spanish – Medicare and You Guide
- Spanish – Overcoming Excuses
- Spanish – Retirement Guide

**Summary Annual Reports (SARs)**
- 401(k) Plan
- 403(b) – Tax Sheltered Annuity (TSA) Plan
- Comprehensive Welfare Benefits Plan
- Defined Contribution Plan (DCP)
### Summary of Benefits and Coverage Available (SBCs)

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<tr>
<th>2018 Select Plan SBC</th>
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<td>2018 Premier + High Deductible OOA SBC-SPANISH</td>
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### Summary Plan Descriptions (SPDs)

- **Business Travel Accident**
- **Dental: MetLife Dental Preferred Dental Program**
- **Dental: MetLife DHMO Dental Booklet**
- **Flexible Spending Account Plan**
- **Legal: Hyatt Legal Plan**
- **Life and AD&D Insurance Certificate**
- **Life and AD&D Schedule of Benefits - Directors and Medical Residents**
- **Life and AD&D Schedule of Benefits - Executives & Faculty**
- **Life and AD&D Schedule of Benefits - Managers, Supervisors, and Staff and Tech Specialists**
- **Life and AD&D Schedule of Benefits - Staff Employees**
- **Long-Term Disability Plan (Class A)-Staff & Management**
- **Long-Term Disability Plan (Class B)-Executive or Non-Physician Faculty (excluding Fee Income Physicians)**
- **Long-Term Disability Plan (Class C)-Faculty Physicians**
- **Long-Term Disability Plan (Class D)-Fee Income Physicians**
- **Medical: UnitedHealthcare Choice Plan**
- **Medical: UnitedHealthcare Choice Plus Plan**
- **Medical: UnitedHealthcare Select Plan**
- **Retirement - 403(b) Tax Sheltered Annuity Plan**
- **Retirement - Defined Contribution Plan (DCP)**
- **Retirement – 401(k) Plan**
- **Separation Program**
- **SPD Summary of Modifications**
- **Short-Term Disability Plans for Employees Hired on or before 9/12/2009**
- **Short-Term Disability Plans for Employees Hired on or after 9/13/2009**
- **Summary of Materials Modification**
Tuition Reimbursement and College Scholarships for Employees’ Children Program

College Scholarships for Employees’ Children Online  Steps for Tuition Reimbursement Application
College Scholarship for Employees’ Children HR 64  Tuition Reimbursement FAQs
Tuition Reimbursement Policy HR45

Video Visits with a Physician
See a Physician Via Video Visit

Vision Program
EyeMed Plan Design  Printing Temporary ID Cards
EyeMed Online Providers  EyeMed Mobile App
EyeMed Special Offers

Benefits for U.S. Expatriate or Non U.S. Based Employees Employed by Global Healthcare Service
Expatriate Employee Assistance Program (EAP) Benefits  MetLife Medical Plan for U.S. Expatriates (U.S. Citizens on International Assignment)
MetLife eBenefits Registration Instructions  MetLife Medical Plan for Non U.S. Based Employees
MetLife eBenefits Welcome Guide