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

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

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

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
- Compare Your Options
- Schedule of DHMO Benefits
- Dental Expense Claim Form
- Search for Dental Providers
- DHMO Enrollment Form
- PDP Dental Summary
DHMO FAQs
MetLife Dental Mobile App
Printing Temporary IDs
MetLife Policy Endorsement/Certificate Rider

**Dependent Eligibility and Spousal Surcharge Verification**
ConSova Dependent Verification FAQs
MetLife Dental Mobile App
Dependent Eligibility Criteria
MetLife Policy Endorsement/Certificate Rider
How to Order a Tax Transcript
ConSova Knowledge Library

**Disability**
Forms and Information Packet for FML to Care How to Report a Claim
for a Family Member
Forms and Information Packet for FML for Employee's Serious Health Condition
How to Order a Tax Transcript
Forms and Information Packet for Leave of Absence - Military
Forms and Information Packet for Leave of Absence - Personal
Forms and Information Packet for Short-Term Disability and FML
Forms and Information Packet for Leave of Absence

**Emergency Travel Assistance Services**
Aetna Travel Assistance Program (with ID Card)
Aetna Travel Assistance Program Detail
AirMed Member Guide (with ID Card)

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

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

**Flexible Spending Accounts Overview**
Dependent FSA – Claim Reimbursement Form
Healthcare FSA – Claim Reimbursement Form
Eligible Health Care Expenses
Eligible Dependent Care Expenses
Estimating Your Election
FSA Informational Booklet
Healthcare FSA Card FAQs

How An FSA Works
How to Save with an FSA
How Your FSA Works When You Terminate
FSA Online Claim Submission Instructions
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
Rx: Printing Temporary ID Cards
Dental: Printing Temporary ID Cards
Vision: Printing Temporary ID Cards
AirMed ID Card
Medical: UHC Mobile App
Rx: CVS Caremark Mobile App
Dental: MetLife Dental Mobile App
EAP: Mobile App

**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 of Life Insurance and Voluntary AD&D

Everest Funeral Planning Cost Table

Funeral Planning Services

Imputed Income

Life Essentials – A New Lease on Life

Life Essentials – Services for Every Stage of Life

Waiver of Premium Provision

Life Events

I’m a New Hire

I’m Retiring from Houston Methodist

I’m Changing Benefits Eligibility Status

I’m Having a Baby

I’m going on LTD or I Have a Terminal Illness

I’m Getting Married

My Spouse or Dependent is Gaining or Losing Health Coverage

I’m Getting Divorced

Add Dependents to AirMed ER Medical Transport

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

Management Checklist for STD, LOA & FML

PTO Hours Adjustment Form

Summary of api LaborWorkx Pay Codes for STD and FML

MARS Transition Communications

Frequently Asked Questions

PTO Changes Brochure

Overview Brochure

Shift Differential Changes Brochure

Medical Plan

Choice Plan Highlights

Choice Plus Plan Highlights

Tips for Reducing Your Health Care Costs

UHC Medical Claim Form
Houston Methodist Care Navigator
Houston Methodist Primary Care Group
Printing Temporary ID Cards
Registration Steps for myuhc.com
Search for Medical Plan Providers
Select Plan Highlights

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

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

**Paid Time Off**
2017 Houston Methodist Holidays
2018 Houston Methodist Holidays
PTO Accrual Schedule
Bereavement Policy HR47
Jury Duty Policy HR69

**Payroll**
2017 Payroll Schedule

**Prescription Drug Program**
2016 Advanced Control Specialty Drug List
2016 Preferred Drug List
2017 Advanced Control Specialty Drug List
2017 Preferred Drug List
CVS Caremark Mobile App
CVS Caremark Reimbursement Form
CVS Mail Order Form

**Retirement and Savings Plan**
2017 Guide to Retirement Plan Changes

UHC Mobile App
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?

MetLife Auto and Home FAQs
Donating Your PTO
PTO Policy HR25
PTO Selling Program FAQs
Selling Your PTO
What Happens to My PTO if I Leave HM?

CVS Mail Order Form - Spanish
CVS Maintenance Choice Program
FAQs
2016 No Cost Generics
2017 No Cost Generics
Printing Temporary ID Cards
Preparing Your Savings Retirement - Webinar
Houston Methodist HR Benefits | hrbenefits@houstonmethodist.org | 832.667.6211 | myHR.HoustonMethodist.org

Dave Ramsey – Financial Peace University
DCP Guide
Notice to Interested Parties in the DCP
Fidelity Funds Performance
Houston Methodist Core Funds
Medicare and You Guide
Portfolio Advisory Service (PAS)
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

Summary of Benefits and Coverage Available (SBCs)
2016 HM Choice Plan SBC
2016 HM Choice Plan SBC – Spanish
2016 HM Choice Plus Plan SBC
2016 HM Choice Plus Plan SBC – Spanish
2016 HM Select Plan SBC
2016 HM Select Plan SBC - Spanish
2017 HM Choice Plan SBC
2017 HM Choice Plan SBC – Spanish
2017 HM Choice Plus Plan SBC
2017 HM Choice Plus Plan SBC – Spanish
2017 HM Select Plan SBC
2017 HM Select Plan SBC - Spanish

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 - Executives & Faculty
Life and AD&D Schedule of Benefits - Directors and Medical Residents
Life and AD&D Schedule of Benefits - Life and AD&D Schedule of Benefits -
Life and AD&D Schedule of Benefits - Executive
Life and AD&D Schedule of Benefits - Life and AD&D Schedule of Benefits -
Legal: Hyatt Legal Plan
Medical: UnitedHealthcare Choice Plan
Medical: UnitedHealthcare Choice Plus Plan
Medical: UnitedHealthcare Select Plan
Medical: UnitedHealthcare Choice Plan
Medical: UnitedHealthcare Choice Plus Plan
Medical: UnitedHealthcare Select Plan
Long-Term Disability Plan (Class C)-Faculty Physicians
Long-Term Disability Plan (Class D)-Fee Income Physicians
Retirement - 401(k) Plan
Retirement - Defined Contribution Plan (DCP)
Retirement - 403(b) Tax Sheltered Annuity Plan
Separation Program
Short-Term Disability Plans for Employees Hired on or
Managers, Supervisors, and Staff and Tech Specialists before 9/12/2009
Life and AD&D Schedule of Benefits - Staff Employees Short- Term Disability Plans for Employees Hired on or after 9/13/2009
Long-Term Disability Plan (Class A) - Staff & Management Summary of Materials Modification
Long-Term Disability Plan (Class B) - Executive or Non-Physician Faculty (excluding Fee Income Physicians)

Tuition Reimbursement and College Scholarships for Employees' Children Program
College Scholarship for Employees' Children Steps for Tuition Reimbursement
Affidavit Form Tuition Reimbursement FAQs
College Scholarship for Employees' Children Application Form
Application Form Tuition Reimbursement Policy HR45
College Scholarships for Employees' Children Policy HR64

Vision Program
EyeMed Plan Design Printing Temporary ID Cards

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

Benefits
MetLife eBenefits Registration Instructions
MetLife eBenefits Welcome Guide
MetLife Medical Plan for Non U.S. Based Employees