Use this section as a resource to learn more about your Houston Methodist Rewards and Benefits

2019 Open Enrollment Information

- 2019 Open Enrollment Quick Start
- 2019 Bi-Weekly Premiums
- 2019 Rewards and Benefits Guide
- 2019 Premier Plan Highlights
- Nicotine Verification Instructions
- 2019 Select Plan Premiums & Enroll Form
- 2019 Out of Area Plan Details
- 2019 Open Enrollment Chat Sessions
- 2019 Onsite Open Enrollment Assistance
- 2019 Legal Notices
- 2019 PTO Sell
- 2019 Select Plan Highlights
- 2019 Select Plan Quick Start

2018 Rewards and Benefits Information

- 2018 Bi-Weekly Premiums
- 2018 Medical Precertification List
- 2018 Premier Plan Highlights
- 2018 Out of Area Plan Details
- 2018 Rewards and Benefits Guide
- 2018 Laws Protecting Your Journey
- 2018 Select Plan Highlights
- 2018 Transition of Care Form

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 - Spanish
- 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
- BRAVO recorded Webex meeting
- BRAVO-Cancelling a scheduled eCard
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

Cigna Voluntary Benefits
- Understanding Cigna Benefits (WebEx)
- Critical Illness - Summary of Benefits
- Understanding Cigna Benefits Presentation
- Accidental Injury - Summary of Benefits
- How to submit a claim
- Hospital Care Coverage - Summary of Benefits
- Accidental Injury Class 1-Certificate
- Accidental Injury Class 2-Certificate
- Critical Illness Class 1 Certificate
- Critical Illness Class 2 Certificate
- Hospital Insurance Class 1 Certificate
- Hospital Insurance Class 2 Certificate

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
- Delta Dental PPO Summary
- Dental Expense Claim Form - 2017
- Delta Dental – Print ID Card
- Dental: DeltaCare USA DHMO Schedule
- Delta Dental PPO Ortho Facts
- Delta Dental Plan Comparison
- Delta Dental Online & Mobile
- DHMO Continuous Care Form
- DeltaCare DHMO Ortho Facts
### Dependent Eligibility and Spousal Surcharge Verification

- Consova Knowledge Library
- Spousal Eligibility Documentation
- Dependent Eligibility Criteria
- Spousal Surcharge Form & Instructions
- How to Order a Tax Transcript

### Disability, FML, and Leave of Absence

|FML Forms and Information to Care for a Family Member| I am Going on a Leave of Absence – What do I do?|
|FML Forms and Information to Care for Employee’s Serious Health Condition| Short-Term Disability & Long-Term Disability Policy HR26|
|Military Leave of Absence Forms and Information| Leave of Absence Policy HR29|
|Personal Leave of Absence Forms and Information| How to Report a Short-Term Disability Claim|
|Short-Term Disability and FML Forms and Information| Short-Term Disability Basics|
|Long-Term Disability Basics|

### 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
- PTQ Donation Form
- Financial Grant Application

### Flexible Spending Accounts Overview

|FSA Informational Booklet| FSA Healthcare FAQs|
|FSA Member Guide| Healthcare FSA Claim Form|
|FSA Eligible Expenses| 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 2018

**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

Delta Dental: Printing Temp ID Card  
AirMed ID Card

Delta Dental Mobile App  
EAP: Mobile App

Vision: Printing Temporary ID Cards

**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

Required Life Event Documentation
Management Checklist for STD, LOA & FML
PTO Hours Adjustment Form
Summary of api LaborWorkx Pay Codes for STD and FML

Add Dependents to AirMed ER Medical Transport
My Spouse or Dependent is Gaining or Losing Health Coverage
I’m Retiring from Houston Methodist
I’m Changing Benefits Eligibility Status
I’m going on LTD or I Have a Terminal Illness
I’m Getting Divorced
My Spouse or Dependent is Gaining or Losing Health Coverage

PTO Changes Brochure
Shift Differential Changes Brochure
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### 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**

### 2018 Select Plan SBC
- **2018 Premier Low Deductible SBC**
- **2018 Premier High Deductible SBC**
- **2018 Premier + Low Deductible SBC**
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### 2018 Select Plan Out of Area SBC
- **2018 Premier Low Deductible Out of Area SBC**
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- **2018 Premier + Low Deductible Out of Area SBC**
- **2018 Premier + High Deductible Out of Area SBC**

### Summary Annual Reports (SARs)
- **401(k) Plan**
- **403(b) – Tax Sheltered Annuity (TSA) Plan**

### Summary of Benefits and Coverage Available (SBCs)
- **Comprehensive Welfare Benefits Plan**
- **Defined Contribution Plan (DCP)**

### Notice to Interested Parties in the DCP
- **Spanish – Medicare and You Guide**
- **Spanish – Overcoming Excuses**
- **Spanish – Retirement Guide**

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- **Spanish – Medicare and You Guide**
- **Spanish – Overcoming Excuses**
- **Spanish – Retirement Guide**
Summary Plan Descriptions (SPDs)

- Accidental Injury Class 1-Certificate
- Accidental Injury Class 2-Certificate
- Basic Life and Optional Employee and Dependent Life Insurance Plans
- Basic and Voluntary Accidental Death and Dismemberment Insurance Plans
- Business Travel Accident
- Critical Illness Class 1 Certificate
- Critical Illness Class 2 Certificate
- Dental: MetLife Dental Preferred Dental Program
- Dental: MetLife DHMO Dental Booklet
- Flexible Spending Account Plan
- Hospital Insurance Class 1 Certificate
- Hospital Insurance Class 2 Certificate
- Legal: Hyatt Legal Plan
- 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 Plan SPD’s – Premier, Premier Plus, and Select
- Medical Plan SPD Summary of Materials Modifications
- Retirement - 403(b) Tax Sheltered Annuity Plan
- Retirement - Defined Contribution Plan (DCP)
- Retirement – 401(k) Plan
- Separation Program
- 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
- Short-Term Disability Plans for Employees Hired on or after 1/1/2018
- Summary of Materials Modification-2018
- Summary of Materials Modification-2019

Tuition Reimbursement and College Scholarships for Employees’ Children Program

- College Scholarship for Employees’ Children HR 64
- Steps for Tuition Reimbursement
- Tuition Reimbursement Policy HR45
- Tuition Reimbursement FAQs

Video Visits with a Physician

- See a Physician via Video Visit

Vision Program

- EyeMed Plan Design
- EyeMed Online Providers
- EyeMed Special Offers
- Printing Temporary ID Cards
- EyeMed Mobile App
Benefits for U.S. Expatriate or Non U.S.-Based Employees Employed by Global Healthcare Service

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