Annual Benefits Enrollment
PLANNING CHECKLIST 2024
Olathe Health

KansasHealthSystemBenefits.com
Scan for benefits information and to schedule time with a benefits specialist.

- ✓ Mark your calendar for the **time to choose benefits: Sept. 18 - Oct. 2.**
- ✓ Get to know your new benefits package using the enrollment toolkit (mailed to homes and expected to arrive the week of Sept. 11):
  - Review your personalized benefits statement to recall your current benefits.
  - Read the benefits enrollment guide so you know what benefits require action now.
  - Review benefit details under "Explore Your 2024 Benefits" on the Benefits Connection website: KansasHealthSystemBenefits.com.
- ✓ Set up a time to meet one-on-one with a benefits specialist. These experts are available to meet with every benefits-eligible employee at Olathe Health to answer questions and help you enroll.
- ✓ Starting Sept. 18, sign up for (or decline) benefits for 2024 using the steps under "Choose 2024 Benefits" on the Benefits Connection website. You are highly encouraged to schedule an appointment with a benefits specialist to complete your enrollment, ensuring you accurately select the benefits you want for you and your family in 2024.
- ✓ **Sign up by 5 p.m. CT on Monday, Oct. 2.** All benefits-eligible employees must select or decline benefits by this date. Benefit selections from 2023 will not automatically roll over. You must take action to have benefits in 2024.

Checklist for informed benefits choices

TOPIC	TO DO
☐ Know your medical needs for 2024	Make a list of expected healthcare costs (remember, preventive care is free in both medical plans). • In 2023, how often did you and your family need medical care? • Are there any ongoing treatments or medications? • How much have you spent on medical care and prescriptions this year? • Note your needs for 2024 (new baby, elective surgery, etc.).
☐ Choose a medical plan	The health system offers two medical plans. They both use the same provider network. Read "Know your medical plan network" on the Benefits Connection website under Use Your 2024 Benefits. HSA Advantage Plan: Lower per-paycheck costs (premiums); Higher deductibles for care; Coinsurance once deductible is met; Best for lower users of care Signature Plan: Higher per-paycheck costs (premiums); Lower deductibles for care; Traditional copays for care; Best for higher users of care If you need family coverage, make a list of your dependents (spouse, dependent children) with full name, date of birth and Social Security number.

☐ Understand how your prescriptions are covered	Both medical plans cover prescription drugs. Make a list of medications you and your family use regularly. Compare it to the formulary (list of covered drugs) for 2024 and consider which plan structure (coinsurance or copays) is best for your budget. Find the formulary on the Benefits Connection website, under Use Your 2024 Benefits, the article "How to read your prescription drug formulary."
☐ Consider how a pretax account can help you save money	Save money by setting aside pretax dollars to pay qualified expenses for healthcare and/or dependent care. If you choose to enroll, decide how much to contribute. • Health Savings Account (HSA): Save for healthcare costs now or anytime in the future. Only employees who choose the HSA Advantage medical plan can enroll. Think about how much you need next year, plus what you can afford to set aside for longer-term needs. All money rolls into the next year, is yours to keep if you change jobs and can stay invested until you need it. Plus, the health system adds funds to your account: $1,000 for family coverage and $500 for employee only. • Flexible Spending Accounts (FSAs) offer separate accounts for healthcare and/or child/elder care. Establish one or both accounts and use pretax dollars to pay for eligible expenses. Unused money expires each year so estimate your planned expenses carefully, using past years as a guide.
☐ Name your beneficiaries	This determines who will receive money in the event of your death. Make a list of your beneficiaries' full names to enter, along with their relationship to you.
☐ Consider additional benefits	You can buy additional insurance for many things including critical illness, life, accident, disability and other services like pet care and legal services. **Rare opportunity:** During annual enrollment for 2024 benefits, the requirement to provide evidence of insurability (EOI) for two benefits is **waived this year only:** supplemental life insurance (for employee and/or spouse) and short-term disability (STD) buy-up plan.
☐ Schedule a one-on-one enrollment help session	A benefits specialist will meet with you in person or by phone. Go to the Benefits Connection website to schedule. Be prepared by using this planning checklist before your appointment.

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