

# Making Changes to Your Benefits



The Total Health Benefits Program is a flexible benefits plan regulated by federal laws that restrict when you may change your benefit elections. According to these laws, you may request a benefit change during the year only if you have a qualified status change (event) that affects your eligibility or coverage.

## Steps to Change Your Benefits

- 1 Learn enrollment details about your qualifying event below
- 2 Make or change your benefit elections online within 31 days of event
- 3 Submit any required supporting documentation within 31 days of event

### Questions?

Contact THR Benefits Support at [THRBenefitsSupport@texashealth.org](mailto:THRBenefitsSupport@texashealth.org) or 1-877-MvTHRLink. option 9

<b>Event:</b>	Loss of other coverage (employee)
<b>Event definition:</b>	You lose benefit coverage elsewhere.
<b>Election deadline:</b>	You must make your elections online within 31 days of event date.
<b>How to make elections:</b>	Log on to <a href="http://www.MyTHR.org">www.MyTHR.org</a> . Select the <b>Benefits</b> tile. Click the <b>Life Change Event</b> section on the left and select "I lost benefits and need benefits through THR". Then, make your applicable benefit changes.
<b>Required documentation:</b>	Document or letter from the other employer or insurance company listing your name and the date that coverage ended, and documentation to verify any newly added dependents. <i>*Insurance cards are not accepted.</i>
<b>Where to submit documentation:</b>	You will need to complete a documentation cover sheet located <a href="#">here</a> . You can scan and email the cover sheet and supporting documentation to <a href="mailto:THRBenefitsSupport@texashealth.org">THRBenefitsSupport@texashealth.org</a> .
<b>Effective Date:</b>	Coverage is effective the pay period begin date following elections being made online and submission of supporting documentation.

## WHEN YOUR EFFECTIVE DATE MAY BE DIFFERENT THAN ABOVE

- If you have not met the initial one month waiting period, your effective date will be the first of the pay period following one month of service in a benefits eligible position.
- Due to Special Enrollment Rights, the effective date is the earlier of the first day of the month or the first day of the pay period following elections being made online and submission of supporting documentation.