



OneBeacon Insurance 2012 Medical Enrollment Guide

This notice is designed to help you complete the enrollment requirements for medical insurance in the OneBeacon Insurance benefits plan. Please reference our benefits website www.onebeaconbenefits.com for additional information.

There are 3 Steps to completing your medical enrollment (more detail below).

1. Enroll for all benefits through ADP.
2. Complete a Personal Health Assessment (PHA) on the Blue Cross Blue Shield of Massachusetts (BCBSMA) website.
3. If you select Choice PLUS+, complete your biometric screening at a nearby designated BCBSMA lab.

Please note if you are covering a spouse/domestic partner they must also complete a PHA and biometric screening.

***You have 60 days from your date of hire to complete your PHA(s) and biometric screening(s).**

#1. Enroll for all benefits through ADP. - <https://portal.adp.com/public/index.htm>

Within a few days of your start date, you should receive an automated email with a link and instructions for benefits enrollment. Follow these instructions to make your elections in ADP.

You have 30 days from your date of hire to make your elections. Once you have enrolled in your benefits BCBSMA and the other vendors will be sent your eligibility information to aid in your enrollment process and get ID cards sent out.

#2. Complete the Personal Health Assessment (PHA) on the BCBSMA MyBlueHealth website. - <https://www.mybluehealthma.com/>

All employees and spouses/domestic partners if covered on the plan are required to complete a Personal Health Assessment to be eligible for medical insurance on the OneBeacon plan. If you fail to complete the PHA in 60 days from your date of hire your coverage will be dropped retroactive to your hire date. You can also access the MyBlueHealth link through the BCBSMA/OneBeacon website at www.bluecrossma.com/onebeacon.

*Please note that you will not be able to set up a BCBSMA account for at least **10 days** after you have made your medical benefit elections in ADP. If you attempt to login to the MyBlueHealth site before your enrollment information has been uploaded at BCBSMA you and your spouse/domestic partner will not be able to register.

#3. Complete your biometric screening at a nearby approved lab. - <http://portal.corporatewellness.com/CorporateWellnessWeb>

All employees and spouses/domestic partners who enroll in the Choice PLUS+ plan must complete a biometric screening. To request a lab kit from the vendor and complete your biometric screening please follow the outlined [instructions](#). You and your spouse/domestic partner must complete your biometric screening within 60 days of your hire date. You will be moved to the Choice plan (higher employee payroll contributions) retroactive to your hire date if this step is not complete.

Questions? Email us at benefits@onebeacon.com