

**Benefits Administration New Employee Orientation Worksheet**

<https://www.tn.gov/content/tn/partnersforhealth.html>

Benefits Administration Service Center 800.253.9981

Health Benefits	Premium: <a href="https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/premium_st_active_21.pdf">https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/premium_st_active_21.pdf</a>
	Deductible:
	Coinsurance:
	Copay:
	OOP:
	<b>Network: Where to look?</b> <a href="https://www.tn.gov/partnersforhealth-options/carrier-network.html">https://www.tn.gov/partnersforhealth-options/carrier-network.html</a>
	<b>Plans:</b> <a href="https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_st_he_final.pdf">https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_st_he_final.pdf</a>
	Premier PPO:
	Standard PPO:
	CDHP:
	Pharmacy: Compare Cost- <a href="http://info.caremark.com/stateoftn">info.caremark.com/stateoftn</a>
	Co-Pay Comparison: <a href="https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_st_he_final.pdf">https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_st_he_final.pdf</a>
	Partners Employee Assistance Program (EAP): Here4TN.com or call Optum at 855.Here4TN (855.437.3486)
<b>Notes/Questions:</b>	
Dental Benefits	<a href="https://www.tn.gov/partnersforhealth/other-benefits/dental.html">https://www.tn.gov/partnersforhealth/other-benefits/dental.html</a>
	<b>Plan Comparison:</b> <a href="https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_dental_final.pdf">https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_dental_final.pdf</a>
	<b>Notes/Questions:</b>
Vision Benefits	<a href="https://www.tn.gov/partnersforhealth/other-benefits/vision.html">https://www.tn.gov/partnersforhealth/other-benefits/vision.html</a>
	Provider: <a href="http://www.davisvision.com/stateofTN">www.davisvision.com/stateofTN</a>
	<b>Plan Comparison:</b> <a href="https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_vision_final.pdf">https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/benefit_grid_2021_vision_final.pdf</a>
<b>Notes/Questions:</b>	
Life Insurance	<a href="https://www.tn.gov/partnersforhealth/other-benefits/life.html">https://www.tn.gov/partnersforhealth/other-benefits/life.html</a>
	<b>Voluntary Life Application:</b> <a href="http://Lifebenefits.com/stateofTN">Lifebenefits.com/stateofTN</a>
	<b>Notes/Questions:</b>
Disability Insurance	<a href="https://www.tn.gov/partnersforhealth/other-benefits/disability.html">https://www.tn.gov/partnersforhealth/other-benefits/disability.html</a>
	<a href="http://metlife.com/stateofTN">metlife.com/stateofTN</a>
	<b>Notes/Questions:</b>
Flexible Spending Accounts	<a href="https://www.tn.gov/partnersforhealth/other-benefits/flexible-benefits.html">https://www.tn.gov/partnersforhealth/other-benefits/flexible-benefits.html</a>
	<a href="http://optumbank.com/Tennessee">optumbank.com/Tennessee</a>
<b>Notes/Questions:</b>	
Deadline	Enroll in Benefits - 31 days from hire date
Enroll	<a href="http://Edison.tn.gov">Edison.tn.gov</a>