

DATE: Monday, June 15, 2015
TO: Benefits-Eligible Employees
FROM: Employee Benefits Center
SUBJECT: Dependent Eligibility Audit

The University of Maine System takes very seriously its obligation to remain compliant with federal law that requires ongoing attention to healthcare spending and reduction of risk. We feel very keenly a responsibility to manage our health plan in such a way as to reduce costs and maintain the lowest premiums possible.

As you might expect, it is critical that we ensure that every dependent covered by our health plan is actually eligible.

As is common practice with large organizations, the best practice in maintaining accurate records and providing appropriate coverage to those entitled to benefits is the conducting of an audit of employee dependents confirming their place in the University System plan.

You may have already received a letter from our partner in this process, HMS, informing everyone who has dependents in the health plan that we have begun our audit and outlining how to maintain coverage for eligible dependents. If you do not have dependents in the plan, you will not receive any correspondence from HMS.

Please know that in seeking a vendor to assist in our implementation of this important initiative, we sent the project out for competitive bid. In addition to the checking of references to discover the industry standard for such tasks, we placed a premium upon a demonstrated ability to support our employees, a commitment to information security and, of course, competitive pricing.

The references supplied by HMS included the State of Maine, itself a recent client, and produced extremely positive feedback with special attention to information security meeting or exceeding the standards of the University of Maine System.

With that in mind, you are free to black out or remove any sensitive information contained within the response you return to HMS. This may include a social security number or numbers contained on any of the forms that you forward. HMS has also assured us that the data you provide will be destroyed at the conclusion of the audit. A certificate of destruction will be provided to the University of Maine System when completed.

In terms of cost, the vendor has provided us several guarantees on return on investment which if not met could reduce the cost or if significant may release the System from paying for the audit.

For those of you who may be away for the summer and unable to obtain your documentation during this time period, you may call the HMS support number contained within the

correspondence and request an extension. Extensions will be granted for those individuals with compelling reasons.

HMS is also able to assist you in identifying other acceptable documentation to comply with the audit. Their support center is available to provide you with solutions to make this process as easy as possible to complete.

This audit is intended to only identify those who are no longer eligible for coverage under the current health plan. Anyone choosing not to respond or removing dependents from the plan will not be subject to any discipline. Only those electing to submit fraudulent documents will face any further action as a result of the audit.

Finally, should you have a special circumstance that requires extra time or attention, we ask that you please reach out to HMS. Our partners are committed to assisting you in this important work as is your University of Maine System.