

MEMORANDUM

To: UPA & DCMC Employees
From: Donna Sawler
Human Resources
Date: September 18, 2013
Re: Important Notices

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Below is a list of the attached correspondence:

1. All employees will receive the New Health Insurance Marketplace Coverage correspondence; and the Annual Notices;
2. All employees enrolled in our health benefit will receive the Horizon Blue Cross/Blue Shield's Notice of Network Hospitals; and the Notice of Health Information Privacy Practices; and
3. All employees who are eligible for our healthcare plan will receive the notice about Your Prescription Drug Coverage and Medicare.

All correspondence can be found on UPA's site at <http://upa.njms.rutgers.edu/>
Click on Human Resources under "Services"; click on H.R. Correspondence – they are located under 2013/2014 Annual Notices.

Should you have any questions, do not hesitate to call me at extension 2-5979.

Thank you.

