



Effective July 1st, 2018 – NEW! Benefits Enrollment Process

Did You Know?

There have been **critical changes** to the way your staff are **enrolled** into health and ancillary insurance [beginning this plan year.](#)

- ☞ **Blue Cross Blue Shield** (medical insurance company) and **Guardian** (dental, vision, and Voluntary Life insurance company) will **no longer accept any faxed, mailed or scanned enrollment forms.**
- ☞ **NEW!** Enrollment into these insurances is now done electronically via the benefitsCONNECT system (www.benefitsconnect.net/archofno)
Please contact Ainsley McGovern (amcgovern@arch-no.org) if you or your site administrator need to be given a username and login.
 - If a staff person's enrollments, changes or terminations are not put into the benefitsCONNECT system in a timely manner (*within 30 days of the event*), then they will not be enrolled into or terminated from medical insurance.
- ☞ **Qualifying Event Changes**
 - If your staff person has a qualifying event (marriage, birth or adoption of a child, loss of coverage, etc.), this can easily be entered into the system and changes will be made to all insurance carriers at once.
- ☞ **Affordable Care Act (ACA) Compliance Reporting**
 - This new system will capture your staff's enrollments, as well as their covered dependent information, all of which is required under the ACA reporting.
 - All of the required 1095 and 1094 documentation will automatically be generated based on the information in the system.
- ☞ **Please be sure that your Office has appointed a designated User** in the benefitsConnect System for your location.

If you have any questions, please contact the Office of Human Resources:

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