

Good afternoon, Parish/School/Agency Benefit Administrators!

Please **remove** this Business Manager/local benefits contact introduction message and **forward** the below email to your benefit eligible employee population and save for your own future reference to assist employees. You may even want to put it in your new hire packets.

Thank you,
Stephanie Weider

Dear Employee,

Friendly reminder, if you need to request a new Medical/Rx, Dental, or Vision ID card to be mailed to you or need to print a temporary ID card, please visit the specific carrier website indicated below. You will need to create an online account in order to login and request/print an ID card. Your online account will also provide you with access to important benefit coverage and provider information. In order to request a new Vision ID card, you must call DeltaVision at 877-226-1412 as this cannot be done online. Please note, in-network dental and vision providers can easily verify your coverage eligibility using your SSN if you happen to be without your physical ID card.

- United Healthcare (UHC): Register at www.myuhc.com to find participating providers, request new ID cards, and view additional medical/Rx information.
- Delta Dental: Register at www.deltadentalmo.com to request new ID cards and view additional dental information.
- DeltaVision: Call Customer Service Phone Number: 877-226-1412

Please know that the “behind the scenes” process of getting your permanent ID cards in the mail takes some time and the sooner you submit your health insurance enrollment paperwork, the better. Once you submit your Employee Health Insurance Form to enroll in coverage, granted everything is completed timely and accurately, your enrollment will be entered into the Archdiocese HRIS system. Then, typically twice a week, updated enrollment data is sent from the Archdiocese system to the medical/Rx, dental, and vision insurance carriers so they can upload the new enrollment data in their systems. Once the information is uploaded on the carrier side, a Subscriber/Member Number is generated which triggers an ID card to be issued and mailed to the employee’s home address on record with an expected arrival within 7-10 business days. If a temporary ID card is needed in the meantime, an employee has the ability (for medical/Rx and dental ONLY) to print one off their carrier website account after 48 hours from when the new enrollment data is uploaded. I hope you find this information helpful!

Thank you and have a great weekend!

God Bless,

Stephanie Weider
Benefits Specialist
Office of Human Resources