

# IMPORTANT CONTACTS

COVERAGE	CONTACT	COVERAGE	CONTACT																																															
<b>MEDICAL BCBS &amp; VIRTUAL VISITS</b> Medical ID Card Issued	<b>Blue Cross Blue Shield (BCBS)</b> 800-521-2227 <a href="http://www.bcbstx.com">www.bcbstx.com</a>	<b>DENTAL</b> No ID card issued	<b>Cigna</b> 800-244-6224 <a href="http://www.mycigna.com">www.mycigna.com</a>																																															
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ISS Clinical & MSO Value No HSA 320383	ISS MSO PPO/CORE/VALUE 320335	<b>VISION</b> No ID card issued	<b>VSP</b> Group#: 30052381 800-877-7195 <a href="http://www.vsp.com">www.vsp.com</a>																																															
<b>PHARMACY</b> ID Card same as Medical ID card	<b>CVS Caremark</b> Customer Service 888-963-7290 <a href="http://www.caremark.com">www.caremark.com</a>	<b>HEALTH SAVINGS ACCOUNT</b> Debit Card Issued, use to expiration date	<b>HSA Bank</b> 800-357-6246 <a href="http://www.hsabank.com">www.hsabank.com</a>																																															
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<b>DISABILITY AND/OR FAMILY MEDICAL LEAVE</b>	<b>New York Life</b> Policy#: STD LK 752818, LTD LK 966572 800-238-2125 (To File Claim) <a href="http://Nyl.com/customer-forms">Nyl.com/customer-forms</a> Fax: 800-642-8553 Email scanned documents to: <a href="mailto:DallasFCO.Intake2@newyorklife.com">DallasFCO.Intake2@newyorklife.com</a>	<b>EMERGENCY TRAVEL ASSISTANCE PROGRAM</b>	<b>NYL GBS Secure Travel</b> Policy#: OK971285 Group#: 57 202-331-7635 (Outside of the U.S.) 888-226-4567 (Within the U.S.) <a href="mailto:ops@us.generaliglobalassistance.com">ops@us.generaliglobalassistance.com</a>																																															
<b>LIFE AND AD&amp;D</b>	<b>New York Life</b> Policy#: FLX 969844 Evidence of Insurability (EOI) 866-607-2360	<b>LEGAL</b>	<b>MetLife Legal Plans</b> Group#: 160878 800-821-6400 <a href="http://www.legalplans.com">www.legalplans.com</a>																																															
<b>IDENTITY THEFT</b>	<b>Allstate Identity Protection</b> 800-789-2720 <a href="http://www.myAIP.com">www.myAIP.com</a> <a href="mailto:clientservices@infoarmor.com">clientservices@infoarmor.com</a>	<b>ACCIDENT, CRITICAL ILLNESS, HOSPITAL INDEMNITY</b>	<b>MetLife</b> Group#: 160878 800-438-6388 <a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a> Plan: U.S. Anesthesia Partners, Inc.																																															
<b>PET INSURANCE</b>	<b>Nationwide-VPI</b> 800-540-2016 <a href="http://www.petinsurance.com/USAP">www.petinsurance.com/USAP</a>	<b>AUTO/HOME INSURANCE</b>	<b>MetLife</b> Group#: 160878 800-438-6388 <a href="http://www.metlife.com/mybenefits">www.metlife.com/mybenefits</a> Code: U.S. Anesthesia Partners																																															
<b>DISCOUNT TICKETS</b>	<b>Tickets At Work</b> 800-331-6483 <a href="http://www.ticketsatwork.com">www.ticketsatwork.com</a> Company Code: USAPFUN	<b>EMPLOYEE ASSISTANCE PROGRAM</b>	<b>New Directions</b> Passcode: USAP 800-624-5544 <a href="http://eap.ndbh.com">eap.ndbh.com</a> Manager's Resources Login: Manager																																															
<b>US ANESTHESIA PARTNERS, INC. 401(K) PLAN</b>	<b>Vanguard</b> Plan#: 097382 800-523-1188 <a href="http://www.vanguard.com">www.vanguard.com</a>	<b>VERIFICATION OF EMPLOYMENT &amp; INCOME</b>	<b>The Work Number</b> Company code: 16163 800-367-5690 <a href="http://www.theworknumber.com">www.theworknumber.com</a>																																															

## Benefit Changes?

When a qualifying life events occurs, you have 31 days from the date of the event to request changes to your coverage via self-service in Workday.

## Qualifying Life Events

- Change in your legal marital status (marriage, divorce or legal separation)
- Change in the number of your dependents (for example, through birth or adoption, or if a child is no longer an eligible dependent)
- Change in your spouse/domestic partner's employment status (resulting in a loss or gain of coverage)
- Change in your employment status from full time to part time, or part time to full time, resulting in a gain or loss of coverage
- Entitlement to Medicare or Medicaid
- Change in your address or location that may affect the coverage for which you are eligible

## Enrollment in Workday

1. Visit Workday
  - [USAPToday.com](http://USAPToday.com) and click the Workday link
  - [Workday.usap.com](http://Workday.usap.com) OR
  - Workday mobile app
2. Go to your Workday Inbox to find your benefit event
3. Review, update, and submit your Enrollment elections within 14 days from your date of eligibility (date of hire) or November 15, 11:59 PM during Open Enrollment

## Questions?

855-464-USAP(8727)

Monday-Friday 8 a.m. to 6 p.m. CT

To access additional information and for IT, Payroll, HR Ops Help:

- Visit [USAPToday.com](http://USAPToday.com)
- Download the **Now** Mobile App OR
- Visit ServiceNow at [support.usap.com](http://support.usap.com)