

Instructions for Compliance with Delivery of Summary of Benefits and Coverage (SBC)

The new Summary of Benefits and Coverage (SBC) and the Uniform Glossary must be distributed to *all employees eligible for health coverage* whether or not they are currently enrolled in your health plan.

To comply with federal requirements, PEHP must enlist the assistance of you, as the employer, to distribute this to all eligible employees at:

- The time of open enrollment;
- At any special enrollment event (marriage, divorce, birth, etc.); and
- Within 7 business days of an employee's request.

PEHP has provided an electronic version of your group's specific SBC(s). We've also included a letter that contains important benefit notices that employees must receive each year.

Please follow the instructions listed below:

- 1) Email applicable SBC(s) and Uniform Glossary to employees who have an email account on or before your open enrollment begins.
- 2) Print copies of the applicable SBC(s) and Uniform Glossary and hand deliver or mail to those employees who do not have an email account on or before open enrollment begins.
- 3) (Optional) If you have an intranet site, provide a continuous link on employer intranet site to the SBC.

The SBC includes a disclosure of creditable coverage as required by the Centers for Medicare & Medicaid Services (CMS). As the employer, you must complete the "Online Disclosure to CMS Form" to report the creditable coverage status of your prescription drug plan. You can find that form here:

<https://www.cms.gov/medicare/prescription-drug-coverage/creditablecoverage/ccdisclosureform.html>