

New E-Learning Modules to Help with the Concordia Health Plan Fall Enrollment Process

It's Annual Open Enrollment and Option election time for the Concordia Health Plan (CHP)! Concordia Plan Services is providing three new e-learning modules to help both employers and workers with the CHP annual enrollment process.

- **Concordia Health Plan Worker Choice Process.** This module is for the designated employer representative who is responsible for administering CHP Worker Choice at the employer. It covers the steps for completing the Worker Choice process, which includes walking the employer through how to fill out the Worker Choice Election and Annual Open Enrollment Form and the Worker Choice Spreadsheet, and how to submit everything once the steps are completed.
- **How To Set Up Personal Spending Accounts.** This module is designed for the benefits representatives and decision makers at the employer and covers the how-to steps for establishing a Personal Spending Account (PSA) through SelectAccount – the account administrator that works directly with Concordia Plan Services. The module walks the benefits representative through each section of the different Plan Design Guides (PDG) highlighting the more complicated parts of each section and providing instructions on how and where to submit the PDGs once they are completed.
- **Choosing a Concordia Health Plan Option for Workers.** Intended for workers, this module informs them about the criteria for why an employer may offer only one CHP Option or a selection of up to three CHP Options. It also covers the different CHP Options available (e.g., PPO, CDHP, and HMO), terms related to health plan coverage, details about PSAs, and how the plan is affected by healthcare reform and grandfathered status.

As a reminder, the **Choosing a Concordia Health Plan Option for Employers** module is also available. It has been updated for this year. The purpose of this module is to help employer benefits representatives and decision makers understand and compare various Options available under the CHP.

You can find all four modules at [**www.ConcordiaPlans.org**](http://www.ConcordiaPlans.org), under Resources/E-Learning.

If you have any questions about the topics covered in these modules, contact our employer relations specialists at 888-927-7526, extension 6807 (Diane Motttert) or extension 6806 (Jason Williams) for assistance.