



# COUNTY OF HUMBOLDT

## HUMAN RESOURCES & RISK MANAGEMENT

825 5th Street, Suite 100, Eureka, CA 95501-1153

Personnel Services Main Line: (707) 476-2349

Risk Management Services Main Line (707) 268-3669

### HEALTH INSURANCE APPOINTMENT CHECKLIST

#### Be Prepared

Before you call to make your appointment, you will need to choose the plan which is right for you and your dependents. To review the available plans, go to [Open Enrollment | Humboldt County, CA - Official Website \(humboldt.gov\)](https://www.humboldt.gov) and <https://www.calpers.ca.gov/page/active-members/health-benefits/open-enrollment>. Once you have chosen your plan, please call Risk Management at 707-268-3669 and have the following information available:

- ✓ Name of plan you have chosen.
- ✓ Legal names, dates of birth and social security numbers for all eligible dependents you wish to enroll.

#### Documents Needed to Enroll Dependents at Your Enrollment Appointment

The following documents are required for enrollment of dependents:

- ✓ **Spouse** – copy of certified marriage certificate.
- ✓ **Registered Domestic Partner** – copy of Secretary of State Registration.
- ✓ **Children** – copy of certified birth certificate, any legal custody documents (speak with Risk Management when you make your appointment for specifics).

#### Important Health Enrollment Reminders

- ✓ Be aware that a medical group ending its contract with a health plan does not create a qualifying event to change plans outside of Open Enrollment.
- ✓ If you change your health plan, you'll receive new ID cards from your new health plan not CalPERS. Contact your health plan directly if you need additional cards.
- ✓ You may use your current health plan through December 31, 2022, only. Your new health plan takes effect January 1, 2023.
- ✓ Carefully review your direct deposit receipt/check stub to ensure the new health plan premium deduction was made. If you do not see the new premium deduction in December, please contact Risk Management at (707) 268-3669.