



City Retiree Premium Reimbursement Program Policy and Procedures

Human Resources Department

P.O. Box 2511
Winston-Salem, NC 27102
CityLink 336.727.8000
Fax 336.748.3053
Jobline 336.631.6496

Effective January 1, 2012, retirees eligible to participate in the City's Medicare Advantage HMO Group Plan may waive enrollment and instead purchase an individual plan of their choice. Retirees who choose to purchase individual coverage may be reimbursed for their paid premiums up to the amount that the City pays for retirees participating in the BlueCross BlueShield of NC Medicare Advantage HMO Plan for 2012. For the 2012 plan year, the monthly reimbursable amount will be \$175.64.

You, as the retiree, will need to continue your enrollment in the Original Medicare coverage Part A (Hospitalization), if applicable, and Part B (Physician). The Medicare Advantage HMO Group Plan the City offers is a creditable coverage plan for Part C (supplemental coverage for Medicare Part A & Part B) & Part D (prescription coverage). Premiums paid for Medicare Part A and Part B, and Basic or Basic Plus Preferred Provider Organization (PPO) Plans will not be eligible for reimbursement under the program.

If you are interested in participating, please complete the Premium Reimbursement Program Participation Form and return to the Human Resources Department at:

**City of Winston-Salem Human Resources Dept.
PO Box 2511
Winston-Salem, NC 27102**

Flores and Associates will administer the Premium Reimbursement Program on behalf of the City of Winston-Salem. All appropriate documentation and receipts of payment for the individual medical coverage must be submitted directly to Flores and Associates on either a monthly or quarterly basis. Requests for reimbursement must be submitted to Flores within ninety (90) days of payment. Reimbursements will be processed within ten (10) business days, if all appropriate documentation is received by Flores and Associates.

If you wish, Flores can direct deposit your reimbursement into your checking or saving account. Submit a completed direct deposit form to Flores and Associates and your reimbursement will be deposited into your account.

Appropriate documentation of eligible medical and/or prescription plans and a copy verifying premium payment must be faxed or mailed directly to Flores and Associates. See back of form for a list of acceptable documentation.

Acceptable forms of medical and/or prescription coverage

- ❖ Current billing statement listing the retiree as covered member
- ❖ Statement from insurance carrier with plan name

(Copy of insurance ID card is not considered an acceptable form of documentation)

Acceptable forms of premium paid documentation

- ❖ Paid receipt
- ❖ Stamped receipt or statement from carrier indicating payment received
- ❖ Copy of bank or credit card statement with notation of premium payment
- ❖ Copy of cancelled check

FLORES AND ASSOCIATES CONTACT INFORMATION

Normal business hours are Monday through Friday, 8:30AM to 5:00PM

Customer Service at (800) 532-3327

Mail your correspondence to:

**Flores & Associates
Post Office Box 31397
Charlotte, NC 28231-1397**

Fax Flores at (800) 726-9982



City Retiree Premium Reimbursement Program Participation Form

**Human Resources
Department**

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- Yes, I wish to waive out of the City's offered Medicare Advantage HMO Group Plan and enroll in an individual Medicare Advantage, Medicare Supplemental, Medigap, and/or Prescription Drug Plan of my choice. Furthermore, I understand if I decide to participate in the City's offered Medicare Advantage HMO Group Plan at a later date or change to another Individual Plan outside of the Medicare open enrollment period, I may need to contact Centers for Medicare & Medicaid Services (CMS) at 1-800-MEDICARE for eligibility and applicable premium penalty(ies).

Please complete the information below:

Name: _____

Street Address/PO Box: _____

City/State/Zip Code: _____

Individual Plan Name: _____

Effective Date: _____

Amount of Monthly Premium: _____

Please submit completed form to City of Winston-Salem Human Resources Department at :

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Winston-Salem, NC 27102**

Reimbursements will be administered by Flores and Associates on behalf of the City of Winston-Salem. Please submit completed Premium Reimbursement Affidavit Form along with your documentation of paid premium directly to Flores and Associates. See Policy and Procedures for contact information.



City Council: Mayor Allen Joines; Vivian H. Burke, Mayor Pro Tempore, Northeast Ward; Denise D. Adams, North Ward; Dan Besse, Southwest Ward; Robert C. Clark, West Ward; Molly Leight, South Ward; Wanda Merschel, Northwest Ward; Derwin L. Montgomery, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity