

Insurance Coordinator Spring Training Meetings

3-22 Guymon 1:30 p.m.
Guymon Junior High School
Science Annex

3-23 Woodward 9:30 a.m.
High Plains Technology Center
Main Building, Room 201 A&B

3-23 Poteau 1:30 p.m.
Kiamichi Technology Center
Main Building, Seminar #517

3-24 Ponca City 9:30 a.m.
Pioneer Technology Center
Seminar Center, East Side

3-24 McAlester 9:30 a.m.
Kiamichi Technology Center
Auditorium

3-25 Ada 9:30 a.m.
Pontotoc Technology Center
Room 410

3-28 Sayre 1:30 p.m.
Western Technology Center
Main Building, Auditorium

3-29 Altus 9:30 a.m.
Southwest Technology Center
Seminar Room, Room # 109/110

3-29 Wayne 1:30 p.m.
Mid-America Technology Center
Business and Industry Building, Room 318

3-30 Lawton 9:30 a.m.
Great Plains Technology Center
Building 100, Auditorium

3-30 Ardmore 1:30 p.m.
Southern Oklahoma Technology Center
Seminar A

3-31 Durant 9:30 a.m.
Kiamichi Technology Center
Vernon Anderson Center, Wes Watkins Room

3-31 Oklahoma City 9:30 a.m. and 1:30 p.m.
3545 NW 58th Street
OSEEGIB 5th Floor Board Room

4-1 Idabel 9:30 a.m.
Kiamichi Technology Center
Wayne Caruso Building, Room #3

4-1 Stillwater 9:30 a.m.
Meridian Technology Center
Seminar Room A102-3

4-4 Okmulgee 1:30 p.m.
Green Country Technology Center
Seminar B

4-4 Enid 1:30 p.m.
Autry Technology Center
Oklahoma Room

4-5 Bartlesville 1:30 p.m.
TriCounty Area Technology Center
Osage Annex

4-5 Tulsa 9:30 a.m. and 1:30 p.m.
Tulsa Technology Center
Lemley Campus, Career Services, Section E

4-6 Afton 9:30 a.m.
Northeast Technology Center
Main Building, Room #24

4-6 Weatherford 9:30 a.m.
Western Technology Center
Fire Training Building

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Spring Training Meetings, continued from page 1

4-7 Tahlequah 9:30 a.m.
Indian Capital Technology Center
Seminar Center

4-7 Shawnee 9:30 a.m.
Gordon Cooper Technology Center
Sky Lab 1

Webinars Available

3-30 Webinar 9:30 a.m.
Space is limited. Register online.

3-30 Webinar 1:30 p.m.
Space is limited. Register online.

4-5 Webinar 9:30 a.m.
Space is limited. Register online.

4-5 Webinar 1:30 p.m.
Space is limited. Register online.

4-8 Webinar 9:30 a.m.
Space is limited. Register online.

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Space is limited. Register online.

Spring Training Information

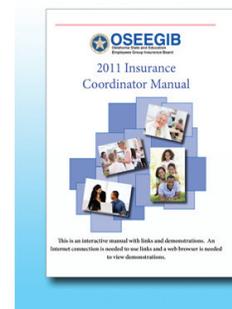
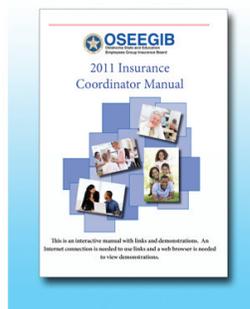
Insurance Coordinator Spring Training has arrived once again. The primary focus of Spring Training is to prepare Insurance Coordinators to assist employees with situations that come up between spring and fall like retirement, COBRA, and the transfer of employees from one employer to another. In addition, the meetings will include open discussions of topics important to Insurance Coordinators. Come prepared to participate and ask any questions you may have about OSEEGIB and insurance issues with OSEEGIB employees and other Insurance Coordinators.

The RSVP registration will be available the first of March with Mapquest links to the meetings at www.sib.ok.gov or www.healthchoiceok.com in the OSEEGIB Calendar. Due to limitations on space, you must RSVP to guarantee a seat. RSVPs are done online in the OSEEGIB Calendar or by contacting your OSEEGIB Member Service Representative. When a meeting place is full, the online reservation system will not allow anymore RSVPs for that meeting.

Insurance Coordinator Manual Available

As an exciting part of the Going Green initiative, the new 2011 Insurance Coordinator Manual is now available online and for download on the Insurance Coordinator page of the OSEEGIB website. The manual includes new information on the Affordable Care Act, the latest plan information, and links to specific websites to better assist you in your duties. Insurance Coordinators using the online edition will have the most up-to-date information in all chapters. The download version can be saved to your computer for quick reference. If you have problems downloading the manual to your computer, please check with your IT department since it may be a security setting.

For those few Insurance Coordinators who do not have access to the internet, a CD version of the downloadable version is available by request.



Holidays and Inclement Weather

The OSEEGIB offices are closed for official state holidays.

Upcoming Holidays:

February 21, 2011 - President's Day

May 30, 2011 - Memorial Day

If you will be out of the office or your offices are closed for holidays and spring break, please notify

your employees with instructions for handling insurance issues while you are out. These instructions could include backup Coordinators, email contact information, or emergency phone numbers.

During inclement weather, when state offices in Oklahoma County are closed or have a delayed opening, OSEEGIB will be closed or delayed in opening accordingly.

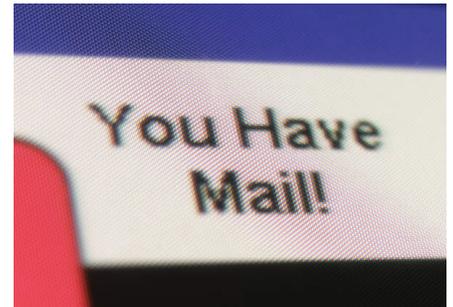
Keeping Email Addresses Up-to-Date

OSEEGIB sends frequent updates to Insurance Coordinators and Alternate Insurance Coordinators in order to keep everyone informed about insurance information. The most common method of rapid communication used by OSEEGIB is by email to Insurance Coordinators. Email addresses are also required in the authentication process used by Web Enrollment. It is important that with a change in personnel or an email address that OSEEGIB is notified with an updated *Insurance Coordinator Information* form. This form is located online in the Forms section of the Insurance Coordinator page of the OSEEGIB website.

Some Insurance Coordinators use a third party email address available through such companies as Google

or Hotmail. When these email addresses are not checked frequently, the mail box gets full and you cannot receive any additional emails.

If you choose to use this type of email address, please take a few moments every week to delete unwanted emails so you can continue to receive important information from OSEEGIB.



Pre-Retirement Meetings

Do you have an employee who is planning to retire? Do you wish to know more about the complex topic of retirement? Do you know the difference between Vest, Non-Vest, Retiree, Defer, and COBRA? If not, then you should attend a pre-retirement meeting.

Pre-retirement meetings are free to employees, spouses, and Insurance Coordinators and are held several times a year throughout the state. Employees who are thinking about retiring in a few years should attend at least one meeting to get information to help with making this major decision. All Insurance Coordinators are encouraged to attend at least one pre-retirement meeting.

A complete list of pre-retirement meetings is posted online at www.sib.ok.gov or www.healthchoiceok.com. Dates and locations are updated throughout the year.