



Benefits Enrollment Checklist

This checklist was created to assist you with your Benefits Enrollment and hope you find this to be a useful tool as you navigate through the enrollment process. For more detailed information please review the Benefits Guide and visit the benefits website Hendrick.Health/employeebenefits.

Questions? Contact HR Benefits at benefits@hendrickhealth.org or 325-670-3163

- Review Benefits Guide**
 - Please review the Benefits Guide on the benefits website to ensure you understand the benefit plans offered prior to your enrollment.

- Complete your Benefits Enrollment within 31 days from your new hire or status change date, whichever applies.**
 - Call the BCI Call Center at 877-540-6761, available Monday through Friday 8 a.m. through 5 p.m. (please note: there is not an online enrollment option for new hires or status changes)

- Review Benefits Confirmation Statement**
 - After completing your Call Center Enrollment, you may review your Benefits Confirmation Statement on the BCI portal at www.electbenefits.com/hendrickhealth. BCI, the Hendrick enrollment vendor, will also mail your Benefits Confirmation Statement to your home address on file. If you notice an error please report the error to HR Benefits within 3 business days.

- Complete Evidence of Insurability (EOI), if applicable**
 - If electing Life Insurance coverage(s) beyond the guarantee issue limits, you will be required to complete an EOI. For more information follow the instructions on your Benefits Confirmation Statement or visit the benefits website.

- Complete Dependent Verification, if applicable**
 - If adding dependents to your pre-tax plans, complete the Dependent Verification process. For more information refer to the Benefits Guide.

- Review Your First Paycheck with Benefits**
 - It's always a good idea to review your paystubs to ensure accuracy, but with changes in benefits, it is especially important to review your first paycheck with benefits. If you notice an error, please contact HR Benefits promptly.
Please note: Benefits contributions are withheld starting the first paycheck of the month in which your benefits are effective.