

# the Personnel Touch

Prepared monthly by FIU Personnel Department. An internal communication on FIU Personnel matters, policies, procedure and benefit information. Suggestions on content may be sent to the Personnel Department, PC 220, Extension 2576.

March 1986  
Vol. 10 No. 3

## CANCER/INTENSIVE CARE COVERAGE

A representative from the American Family Life Assurance Co. (Cancer/Intensive Care Coverage) will be on campus as follows:

### TAMIAMI

March 18, 1986

9:00 a.m. - 3:00 p.m.

Lobby, in front of Personnel, PC 224

### BAY VISTA

March 19, 1986

9:00 a.m. - 1:00 p.m.

Lobby, in front of Personnel, TC 105

Employees interested in enrolling, checking on their current coverage, or asking questions should take advantage of this time to see the representative.

## STATE HEALTH INSURANCE PARTICIPANTS

As of January 1, 1986, coverage for prescription drugs under the State Employees Group Health Insurance Plan is being provided by the new Prescription Drug Program. Packets containing a plastic ID card, brochure with mail order form attached, pharmacy directory and a mail service envelope were mailed directly to subscribers in late December, 1985. Unfortunately, some employees were not aware of the change in the prescription coverage, and discarded the packet without realizing what it was. If you discarded your information, or never received it in the mail, please contact the Benefits Section of Personnel, so a new card can be requested.

**IMPORTANT:** For prescription drugs filled January 1, 1986, and after, the procedures for the new Prescription Drug Program must be followed. Do not file claims for drugs using the old claim forms. If you have any questions, please call Sharon, 554- 2530 or Carol, 554- 2536.

## PREADMISSION/HOSPITAL STAY CERTIFICATION

State Health Insurance subscribers were recently sent a brochure describing this program. There have been several questions from employees, so we want to repeat several points:

1. If you choose a Preferred Patient Care (PPC) provider, it will be the PPC's responsibility to ensure that certification is obtained, not the patient's.
2. If you choose a non-PPC provider, it is your responsibility to ensure that certification is obtained. However, your doctor can call the toll-free number for approval if there is not time to submit the required form.
3. Even though preadmission certification is not required in emergency situations, Hospital Stay Certification is required. Within 48 hours your doctor or hospital must contact Blue Cross and Blue Shield for certification. More detailed information is provided in the brochure. If you have any questions, please call the Benefits Section, 554- 2530 or 554-2536.

## HELPFUL HINTS TO AVOID PROBLEMS WITH STATE HEALTH INSURANCE

1. Always show your State Health ID Card when receiving medical services. If you lose your card, contact Personnel/Benefits to request a replacement.
2. If you are using a PPC provider, when making an appointment, ask whether the physician who you want is still participating in the Blue Cross/Blue Shield PPC Program. Updates to the provider directory will be provided quarterly, and there will be doctors who drop out of the plan occasionally.
3. PPC providers are not allowed to charge subscribers up-front for covered services. Since there is no deductible for 1986, and doctor charges are paid in full, you should not have to pay for covered services. PPC member hospitals can only charge 10%, which is your portion of the total bill. If you have problems with a PPC provider doctor or hospital, please notify the Benefits Section so we can inform the State Health Office. They will, in turn, have a Blue Cross/Blue Shield representative contact the doctor or hospital for clarification.



4. If you are going to be admitted to a PPC member hospital, request that any and all services (i.e., anesthesiologist, pathologist, radiologist) be performed by participating providers, if at all possible.

5. Use your Prescription Drug Program ID Card when having prescriptions filled at participating pharmacies. If you lose your card, contact Benefits to request a duplicate.

6. Read carefully the Plan Brochure which you received in February. It explains your coverage, and lists limitations and exclusions of which it is important to be aware.

ATTENTION ALL DEPARTMENTAL LEDGER  
PROJECT LEADERS

When changing your location at the University, please notify Maria Aranda, at 554-2548, in order to ensure that your ledgers will reach you each month on a timely basis.

This should eliminate complaints about late ledgers, reduce requests for duplicates, and the inconvenience to new occupants of your old location in forwarding your ledgers to you.

Your cooperation in this matter will be greatly appreciated.

ERRONEOUSLY COMPLETED TIME CARDS MAY  
DELAY PAYCHECK

All leave must be approved in advance and recorded on both sides of time card. Incomplete time cards will be returned and paychecks will not be released until properly completed cards, including signatures, are received by the Payroll Department. If you have any questions, please call 554-2191.

NEW EMPLOYEE ORIENTATION

Welcome to all new employees. It is important that you are oriented, at an early stage, to the University's policies, procedures, benefits and opportunities. The next orientation will be Friday, March 21, 1986, 8 a.m. to 12 NOON in PC 521. For additional information, please call Mary Jo Crosby at 554-2534.

WILLIAM "WILL" FULLER

The family members of Will Fuller, (Physical Plant Department - Campus Services), extend their sincere appreciation to all members of the University for your gifts and sympathy during their time of bereavement.

APRIL 1986 SICK LEAVE POOL OPEN  
ENROLLMENT FOR ALL FULL-TIME FACULTY,  
A & P, AND CAREER SERVICE EMPLOYEES

There are 376 FIU employees who are now members of the Sick Leave Pool.

During the month of April, full-time Faculty, A&P, and Career Service employees who have been employed for more than one year and have a minimum of 64 hours of sick leave credits may join the Sick Leave Pool. Each potentially eligible employee will be sent an announcement of the Open Enrollment which provides additional information regarding the Pool. If you are interested in joining the Pool, enrollment forms are available at the Personnel Offices of both campuses, or you may call Ada Salzburg at 554-2181 or Betty Wright at 940-5545. If you have any questions or need further information about the Pool, please contact Steve Belcher at 554-2356.

MARK YOUR CALENDARS

Representatives from the Tax Deferred Annuity companies offering their programs to all Faculty, A&P and Career Service employees will be on campus to meet with employees individually as follows:

Tamiami Campus

March 25 and 26, 1986  
11:00 a.m. - 2:00 p.m.  
UH - 2nd Floor Ballroom

Bay Vista Campus

March 24, 1986  
10:00 a.m. - 2:00 p.m.  
TC 333-B

BLOOD DRIVE

Thanks to eighty-seven concerned employees and students registered to donate blood at the March 3, 1986 drive co-sponsored by UH, PC and West Campus employees. We exceeded our goal of 60 units by 17. Our net result was 77 productive units. The next University Blood Drive is: March 25, in the Tamiami Library. The drive is co-sponsored by employees of the Library and OE buildings. We all are appreciative for your past and future participation in donating blood during our campus drives.

CORRECTION! CORRECTION! CORRECTION!

The following statement corrects a statement about the Career Service employees' floating holiday, printed in the February, 1986 issue of the Personnel Touch:

"Part time, permanent C.S. employees who are filling authorized positions and paid from Salaries Appropriation are also eligible and entitled to the floating holiday".