

New Baby Benefits Checklist

Before Baby is Born



HEALTH INSURANCE

- Enroll in TRS/BCBS Ovia Health program through Blue Access for Members-earn points
- Identify whose insurance will cover the baby
- Give the hospital the insurance info for baby's policy (HD employee only deductible will increase to employee & child deductible. If adding to spouse policy, contact BCBS to opt out of 31 day auto newborn coverage if not needed)

HOSPITAL INDEMNITY INSURANCE

- Enroll during open enrollment to help with deductible & coinsurance. No requirement for enrollment in district health insurance. \$1500 flat payment.

DISABILITY INSURANCE

- Enroll during open enrollment for cash benefit (60% of annual salary)
- Choose/change to 7- or 14-day plan (elimination period waived w/24+ hr inpatient hospital stay with 7/7 or 14/14 plans)

FMLA

- Complete FMLA application. Contact HR for more information.

PAYROLL

- Contact Payroll for information regarding paychecks, docks, etc.

After Baby is Born



HEALTH INSURANCE

- Add or decline baby within 31 days of birth. Contact Benefits for more information.

HOSPITAL INDEMNITY INSURANCE

- File claim directly with Aetna.

DISABILITY INSURANCE

- Complete employee portion, give to your doctor to complete physician portion & ask them to fax to the Benefits Office at 214-496-6029. Pays over summer break as well.