



### Agency – Benefit Group Name

Department of Community Health- State Health Benefit Plan

### New Hire Enrollment

Website: [www.mySHBPga.adp.com](http://www.mySHBPga.adp.com)

Phone: 800-610-1863

Deadline: Within 31 days of your hire date in a benefits eligible position.

My Login: Don't have a Username or Password? Register at

<https://myshbpga.adp.com/shbp/> .Use the registration code SHBP-GA.

### Benefits Guide

Link:

- New Hire section of SHBP website: <https://shbp.georgia.gov/new-members-0>
- SHBP Active Member Decision Guide at <https://shbp.georgia.gov/open-enrollment-0>

### Coverage Effective Date

The effective date of coverage for New Hires is the first of the month following one full calendar month of employment with an SHBP Employing Entity (i.e., Public School Systems and State Agencies who are required to participate in SHBP, as well as Board Members of Public School Systems, Charter Schools, Critical Access Hospitals, and Federally Qualified Health Centers.

### Dependent Coverage Effective Date:

More information on Dependent Coverage Effective Dates here: <https://shbp.georgia.gov/active-members-eligible-dependents>

### Payroll Deduction Frequency

SHBP does not handle Payroll deductions as we are not an employer; Payroll deductions are determined by each SHBP Employing Entity for its employees.

### Mission

Mission: The mission of the Department of Community Health is to provide access to affordable, quality health care to Georgians through effective planning, purchasing, and oversight.

*Insert photo(s) here>*

### Contact Us

Website: [www.shbp.georgia.gov](http://www.shbp.georgia.gov)

Email: [SHBPservicecenter@adp.com](mailto:SHBPservicecenter@adp.com)

Phone: 800-610-1863

Call Center Hours: Monday – Friday 8:30 a.m. to 5:00 p.m.

### Fun Facts – Data

*<Insert column of selected metrics/graphics, like number of participants, etc. and include a link to more information.>*

SHBP has administered benefits to State Employees since 1961, and Teachers and Public School Employees since 1975.

<Template for HR Orientation Videos Project Supplemental Handout – **My Benefits – <State Health Benefit Plan>**  
One PDF for each Benefits Group: DCH, ERS, TRS and DOAS. Add pictures/graphics. Include links to more details. Limit to two pages.>

### Plan Options and Programs

#### HRA Plan Options:

- Anthem HRA GOLD
- Anthem HRA SILVER
- Anthem HRA BRONZE

#### HMO Plan Options:

- Anthem Statewide HMO\*
- UnitedHealthcare Statewide HMO\*
- Kaiser Permanente Regional HMO

\*same plan design.

#### High Deductible Health Plan Options:

- UnitedHealthcare HDHP

#### Medicare Advantage Plan

SHBP also offers Medicare-eligible Retirees four Medicare Advantage plan options (standard and Premium) from two different vendors.

#### Medicare Advantage Plan Options:

- Anthem Medicare Advantage Standard
- Anthem Medicare Advantage Premium

- UnitedHealthcare Medicare Advantage Standard
- UnitedHealthcare Medicare Advantage Premium
- Pharmacy Benefits Manager: CVS Caremark
- Wellness Program Administrator: Sharecare

### Plan Documents

Link: <https://shbp.georgia.gov/plan-documents>

### Privacy and Security

<Describe what, how and why employee's information is shared with vendors...  
Include links to HIPAA/Security policies.>

**For more information on our how SHBP handles Privacy, Security and Legal notices click the link below**

Link: <https://shbp.georgia.gov/plan-documents/other-documents>

### Communication Methods

<Describe how and when employees will receive benefits information and what they need to do to ensure they receive these communications.>

To learn more about SHBP Plan Options please visit:

- <https://shbp.georgia.gov/active-member-plan-options>
- <https://shbp.georgia.gov/enrollment>
- <https://shbp.georgia.gov/open-enrollment-0>
- <https://shbp.georgia.gov/2021-summary-plan-description-and-evidence-coverage>

### Escalations

Link: [SHBPservicecenter@adp.com](mailto:SHBPservicecenter@adp.com)

### Forms

Link: <https://shbp.georgia.gov/member-forms>

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**My Notes**

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