

BENEFITS CHECKLIST

✓ Check your **Benefits Summary**: login to myOhio.gov and click the **Health and Benefits** tab and click the Benefits Summary link.

- Enroll and/or make changes from May 2–13.

✓ **Ensure required proof of eligibility for your newly enrolled dependent(s) is submitted timely.** Coverage will not be provided for dependents until the eligibility documentation is received and approved.

- Refer to the [Eligibility Requirements](#) matrix.
- June 1 – deadline for proof of eligibility in order for dependent(s) to be included on the initial medical ID card effective July 1
- July 31 – final deadline for proof of eligibility changes; replacement medical ID cards will be generated

✓ **Verify your medical third-party administrator** for the upcoming benefit year, which begins July 1, at das.ohio.gov/medicalTPA.

- If you experience an address change between May 2 and June 30, please make sure to review this list again to ensure that your assigned TPA has not changed. If your assigned TPA will change, replacement cards will be generated after July 1.

✓ **Confirm that your physician, hospital or preferred urgent care facility is in your network.**

Go to das.ohio.gov/medicalTPA and follow the steps.

- If your provider is not listed, please contact HR Customer Service at 1.800.409.1205, option 2, to request that your assigned TPA contact your provider about joining the network. It is not guaranteed that the provider will become part of the network.

✓ **Review your confirmation statement when it arrives by mail in late May/early June.**

- Contact your human resources office before July 29 if any information on the confirmation letter is not correct.

✓ **Look for new medical ID cards and prescription ID cards to arrive by mail near the end of June.**

- Contact your agency human resources office if any information on your ID cards is not correct.