



**Guam Memorial Hospital Authority
Aturidát Espetát Mimuriát Guáhan**



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August 29, 2007

INFORMATIONAL CIRCULAR NO. 7175

TO: All Employees
FROM: Hospital Administrator CEO
**SUBJECT: OPEN ENROLLMENT-MEDICAL AND DENTAL INSURANCE
EMPLOYEE ORIENTATION**

This is to inform you that FY2008 Medical and Dental Open Enrollment is scheduled for **September 4 to September 26, 2007**. There are major changes in the **Medical coverage/plans**. Attached is the Department of Administration Organization Cir. No. 07-040 outlining the new rates. I encourage all employees to attend. Coverage for the new plan will be effective October 01, 2007 and the new rates are effective on pay period ending October 13, 2007. Staywell will not be offered for this plan year.

A representative from Select Care health plan will be at the health/dental orientation scheduled as follows:

DATE	LOCATION	TIME
Thursday, September 06, 2007	4 th Floor Education Room	07:30 a.m. - 08:30 a.m. 08:30 a.m. - 09:30 a.m.
Tuesday, September 11, 2007	4 th Floor Education Room	7:30 a.m. - 08:30 a.m. 08:30 a.m.- 09:30 a.m.
Monday, September 17, 2007	SNU, Barrigada	7:30 a.m.- 08:30 a.m.
Tuesday, September 18, 2007	Admin, Conference Room	3:30 p.m. - 4:30 p.m.

If you are unable to attend this session, please refer to the Department of Administration circular and/or call Human Resources Department for the next satellite orientations. You are welcome to attend off-site orientations; employee's seeking to attend off-site orientations need to get prior approval from immediate supervisor if on work status. Information is also available on the GMHA website @ www.gmha.org

It is important that if you are enrolling, changing plans or adding/deleting dependents that you visit the GMHA Human Resources Department to make your enrollment changes. This process will ensure that your changes meet the enrollment deadline. The Human Resources Office will remain open until 5:00 p.m. close of business on September 26, 2007 to service any last minute changes.

Should you have any questions, please call the Human Resources Department at 647-2171/2409.

PETERJOHN D. CAMACHO MPH