

## ASURA's ADOA Health Insurance Liaison

### General Information

Health Insurance is one of the more important recurring expenses for retirees. It also often turns out to be one of the more apparently complicated aspects of retirement what with changing Federal and State Policies and an annual open enrollment period. To address these and other health issues the [ASURA Bylaws](#) define the Health Insurance Liaisons. Historically there have been two liaisons, one for the Arizona State Retirement System (ASRS) health insurance and one for the Arizona Department Of Administration (ADOA) health insurance who work together to help ensure our members have the latest health insurance information.

### A. Membership

The Liaison serves at the pleasure of the ASURA Board.

### B. Meetings

- There may be health care related legislation which requires monitoring and perhaps attending hearings on the bill.
- The liaison is expected to attend the monthly ASURA Board Meetings.
- Each fall, the retirees' associations of ASU, U of A, and NAU meet to learn about upcoming legislative and health insurance issues.

### C. Sources of Information

- [ADOA Benefit Service Department Site](#)  
The ADOA site has a number of pages of interest in each of its main menus (Home through Resources). The material specifically related to health insurance is found in the "Summary of Benefits and Coverage", "Plan Descriptions" and "Guides and Forms". The site has an extensive contact table with phone numbers and web sites for all the health insurance programs
- ADOA Newsletter  
ADOA Benefit publishes a Newsletter.
- [ASRS Website](#)
- Newspapers & the Web  
Scan newspapers and the web for news that may affect health insurance benefits.

### D. Open Enrollment Responsibilities

Each year members may re-enroll during the open enrollment period. Members may make changes in insurance selections only during this period. Open enrollments may require members to actively select insurance options or may be passive and not require action to retain existing coverage.

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- In early fall, in collaboration with the Seminar Committee and any other health insurance liaisons, the liaison helps prepare a seminar(s) to help members manage open enrollment.
- In late September or early October, the liaison monitors the ADOA web site looking for the new ADOS Retiree Group Insurance Open Enrollment Guide. Once the guide becomes available the liaison should:
  - read the guide to become familiar with current member benefits and restrictions.
  - ask the [ASURA Technology Manager](#) to post the link to the guide in the Health Insurance page of the ASURA Website.
  - ask the [ASURA Technology Manager](#) to post a link to the schedule of ADOA Open Enrollment Sessions.
- During the open enrollment period the liaison helps members interpret the materials in open enrollment guide and strongly encourages members to attend one of the ADOA sessions held during open enrollment.

### E. Information Responsibilities

- During the year the liaison keeps members abreast of ADOA benefit implementation and/or changes through *Prime Times*, E-News, and the ASURA Web.
- Also during the year the liaison will field member's questions via e-mail or phone calls, typically 3-4 per year. Typically, the liaison responds by either researching the questions or referring the member to the appropriate expert(s).
- The ADOA and ASRS health insurance liaisons gather various resources pertaining to current developments and trends in health insurance for retirees and share this information with the members through *Prime Times*, E-News and the ASURA Web. Note: This activity is an aside to the liaison's Bylaws defined responsibilities, which are focused on the specific benefits / restrictions of ADOA and ASRS programs.
- In February the liaison is asked by the President to prepare a report for the ASURA Annual Report. The ADOA and ASRS liaisons are encouraged to prepare a joint report.

### F. ADOA Legislative Responsibilities

Occasionally there will be legislation which impacts ASRS / ADOA Health Insurance. In consultation with AUSRA Legislature Liaisons ([Legislature](#), [ASRS General](#)) the liaisons may seek Board guidance on whether to actively lobby for or against the proposed health legislation.

### G. Miscellaneous

- Questions can be addressed to the ASURA [Contact Us](#) page.

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- For additional information about the liaison please contact the ADOA or ASRS Liaison [Chair](#)