

# RISK MANAGEMENT NEWS

Lubbock ISD— Risk Management Newsletter

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### \*PROOF OF DEPENDENCY DOCUMENTS—REMINDER—REQUIRED DOCUMENTATION FOR NEW DEPENDENTS\*

If you recently enrolled a new dependent for 2023 insurance benefits during open/annual enrollment or as a new hire adding benefits within your 31 day time limit to enroll, and you have not uploaded or provided Risk Management with proof of dependency documents (birth certificate, marriage certificate, etc.), this is required. If not provided immediately/by the expected due date, any added, new dependents without proof of dependency documentation will be removed from your insurance plan immediately, and they will not be eligible for benefits without a qualifying life event occurrence or until annual enrollment opens up for 2024 benefits (with the required proof of dependency documentation provided).

### Dental Plan—2023—FAQs

- ◆ Orthodontic coverage is for any covered insured (employee, spouse, children enrolled in dental insurance) under the age of 19 only. Orthodontic benefits are covered for insured individuals through the age of 18. Orthodontic coverage ends at/on one’s 19th birthday.
- ◆ The orthodontic lifetime maximum is \$1000 per person and is separate from the \$1000 calendar year maximum per person for general dentistry coverage.
- ◆ The plan covers in-network and out-of-network at the same benefit level. Ask your dentist if he/she accepts BCBSTX BlueCare Dental. You can also go to BCBSTX.com, Find Care, to locate providers on the plan (search under BlueCare Dental).
- ◆ See the Dental FAQ on the Risk Management webpage for more information.

### Risk Management Department:

- Lisa Thompson, Executive Director—extension 0235
- Vaun Murphrey, Benefits Specialist—extension 0283
- Lucinda Lucero, Clerk—extension 0280
- Jamie Flores, Executive Secretary —extension 0282
- Linda Rosebeary, FEnroll Assistance—Clerk—extension 0281

### THANKSGIVING SAFETY TIPS

- Stay in the kitchen when you are cooking on the stove top so that you can keep an eye on the food. Stay in the home when cooking your turkey, and check on it frequently.
- Never leave children alone in a room with a lit candle.
- Make sure your smoke alarms are working—test them by pushing the test button.
- Keep baking soda on hand to put out kitchen fires.
- Avoid wearing loose clothing or dangling sleeves when cooking.
- Keep a pan or cookie sheet nearby—use it to cover a pan if it catches fire. This will put the fire out; keep the pan covered until it is completely cooled.
- Turn pot handles to the back of the stove, so no one bumps them or pulls them over.
- Do not attend or host a holiday gathering if you are sick or have symptoms of COVID-19, the flu, etc.
- If you are not fully vaccinated and must travel, please follow the CDC’s travel recommendations for unvaccinated people. **\*WASH YOUR HANDS FREQUENTLY\***

### Claims Processing Reminder:

Dental Claims go to: [Lucinda.Lucero@LubbockISD.org](mailto:Lucinda.Lucero@LubbockISD.org)

**\*\*\*2022 DENTAL CLAIMS MUST BE SUBMITTED NO LATER THAN JANUARY 20, 2023 FOR REIMBURSEMENT—NO EXCEPTIONS\*\*\***

Living Better Diabetes & Bronze Maternity Reimbursement Claims go to: [Vaun.Murphrey@LubbockISD.org](mailto:Vaun.Murphrey@LubbockISD.org)

Gym Reimbursement Claims & Hospital Income Plan Claims go to: [Jamie.Flores@LubbockISD.org](mailto:Jamie.Flores@LubbockISD.org)

All claims processed within 30-days (for completed requests/forms)