



Annual Enrollment Guide

Plan Year January 1, 2022 - December 31, 2022

Manatee YourChoice Health Plan

Employee Health Benefits
5213 4th Ave. Cir. E, Bradenton, FL 34208
www.manateeyourchoice.com



Participating Constitutional Officers/Agencies:

Board of County Commissioners (Plan Sponsor)

Manatee County Sheriff's Office

Manatee County Clerk of Circuit Court & Comptroller

Manatee County Tax Collector

Manatee County Property Appraiser's Office

Manatee County Housing Authority

Supervisor of Elections

Port Authority

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Plan Year January 1, 2022 - December 31, 2022

Annual Enrollment Begins:
Friday, October 22, 2021

Annual Enrollment Ends:
Friday, November 5, 2021

Changes Effective:
January 1, 2022

All benefit-eligible employees are required to complete annual enrollment to confirm elections, make changes, or waive coverage. This is your only opportunity this year to make changes without experiencing a life event (*marriage, birth, etc.*).

- CONFIRM benefit elections with no changes
- WAIVE coverage
- ADD or DROP Medical, Dental, Vision or Child Life Insurance
- APPLY FOR, DROP, or CHANGE Employee or Spouse Life Insurance, Short-Term Disability (STD), or Long-Term Disability (LTD).
- ENROLL in a Flex Spending Account
- UPDATE beneficiary information
- CONFIRM medical plan level (email katherine.pettitt@mymanatee.org if discrepancy)
- CONFIRM Health Bucks for 2022

If adding a spouse or dependent, have social security number and date of birth available, as well as these required documents:

- SPOUSE - Marriage certificate
- NATURAL CHILD UP TO AGE 26 - Birth certificate
- STEP CHILD - Birth certificate & marriage certificate
- ADOPTED OR LEGAL GUARDIANSHIP* - Court order
- GRANDCHILD* (Child of current dependent) - Birth certificate
 - *Grandchild up to 18 months living with employee/Legal guardianship up to 18 years

Insurance Coordinators are a great resource to answer questions
about your benefits and annual enrollment

DEPARTMENT/AGENCY	NAME	EXT
Board of Commissioners	Leslie Kearns	3721
Building Dept		6873
Building Dept	Tracy Trahan	3877
Clerk of the Circuit Court	Lisa Wooten	4009
Clerk of the Circuit Court	Brittany Knight	4014
Clerk of the Circuit Court	Bridget Haymond	4013
Convention & Visitors	Melinda McGann	722-3244 x3943
County Administrator	Leslie Kearns	3721
County Attorney	Nicole Bezdek	3750
Court Administrator	Katherine Pettitt	6404
EHB	Katherine Pettitt	6404
Financial Mgmt	Tarynn Jenna	3743
Housing Authority	Carla Popp	756-3974, x155
Housing Authority	Lesa Livingston	756-3974, x155
Human Resources	Katherine Pettitt	6404
IT	John Sharp	3076
Metropolitan Planning Organization	Ryan Brown	359-5772
Neighborhood Services	Janice Dunbar-Smith	3451
Neighborhood Services/Libraries	Lorrie See	748-5555 ext 6303
Parks & Natural R/ GT Bray	Sharon Granberg	6043
Parks & Natural R/Ag & Ext services	Kelli Polanski	1807
Parks & Natural R/Ag & Ext services	Wendy Henry	1811
Port Authority	Denise Stufflebeam	722-6621
Port Authority	Sandi Arnold	722-6621
Property Appraiser	Barb Richardson	742-5654
Property Management	Lisa Shives	6934
Property Management	David Shurmur	3996
Public Safety	Candace Kelly	1667
Public Safety	Sherri Sweeny	1646
Public Safety	Theresa Kersey	7874
Public Safety/Animal Services	Lori Koutelis	8312
Public Works	Amy Foltz	7492
Public Works	Kara Joshi	7240
Public Works	Danielle Riley	7441
Public Works/Admin, Engineering	Janice Haas	7462
Public Works/Admin, Engineering	Janette Girard	7391

Public Works/Fleet	Darlene Passio	7370
Public Works/Highway	Aleah Barker	7259
Public Works/Highway	Leslie Swanson	7249
Public Works/Infrastructure/ Proj Mgmt	Francisca Backenstross	7444
Public Works/Stormwater	Sonia Davis	7430
Public Works/Traffic Op/Traffic Engineer	Mary Moeller	7283
Public Works/Transit	Evelyn Dupuy	8113
Public Works/Transit	Melinda Waggoner	7629
Redevelopment and Economic Opportunity	Sharon McClellan	3917
Sheriff's Office	Julie Merritt	2135
Supervisor of Elections	Debbie Scott	6450
Tax Collector	Antonia Medina	4842
Tax Collector	Latoya Benton	4845
Utilities Dept	Jennifer Lewis	5294
Utilities Dept	Suzanne Dunn	5242
Utilities Dept /WW Lab/ WW Compliance	Bobbijo Moore	5436
Utilities Dept/Landfill/Scale House	Debora Braziel-Jones	8004
Utilities Dept/Lift Station	Christi Kennedy	5374
Utilities Dept/MARS Prog	Andrea Dickens	5459
Utilities Dept/North WW Plant	Aimie Johnson	8067
Utilities Dept/Records Div	Peggy Hines	5271
Utilities Dept/Sludge Dryer/WW	Gayle Altman	8029
Utilities Dept/Water Distribution	Linda Bentley	5216
Utilities Dept/WW Collections	Morgan Defisher	5011
Utilities Dept/WW Treatment Plant	Karen Betti	5032



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Employee Health Benefits
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www.manateeyourchoice.com



Katherine: (941) 748.4501 x6404 or Ingrida: (941) 748.4501 x6403

Medical Manatee YourChoice Health Plan (utilizing Aetna Choice POSII Open Access Network)

2022 MEDICAL MONTHLY RATES		
	Employee Pays	Employer Pays
Employee Only	\$83.78	\$657.60
Employee + Spouse	\$315.64	\$1,201.84
Employee + Child(ren)	\$270.54	\$1,030.14
Employee + Family (spouse & children)	\$382.92	\$1,756.32
Dependent Child (age 26-30)	\$741.36	\$0

Medical benefits are presented with an 8% rate increase and an enhancement but with no changes to the plan design. Visit www.manateeyourchoice.com/employee-benefits/medical for more information about the medical plan.

Dental Aetna Dental PPO/PDN Network

**Clerk employees should contact HR for information regarding dental options.*

2022 DENTAL MONTHLY RATES	
	Employee Pays
Employee Only	\$34
Employee + 1	\$55
Employee + 2 or more	\$75

We are pleased to offer dental benefits with no change to your premium or plan design. Last year's enhancements will continue to include member costs for basic (10%) and major (40%) services, and reduced crown/denture replacement from 8 years to 5 years. Visit www.manateeyourchoice.com/employee-benefits/dental for more information about the dental plan.

Vision Aetna Vision Preferred Network

2022 VISION MONTHLY RATES	
	Employee Pays
Employee Only	\$4.92
Employee + Spouse	\$9.36
Employee + Child(ren)	\$9.84
Employee + Family (spouse & children)	\$14.48

We are pleased to offer vision benefits with no change to your premium or plan design. Visit www.manateeyourchoice.com/employee-benefits/vision for more information or www.aetnavision.com to find a provider.

Flexible Spending Accounts (FSA) Must Re-enroll Every Year

Manatee County offers two reimbursement accounts to help you pay for eligible, out-of-pocket expenses such as deductibles, co-pays and childcare. The dollars you set aside come out of each paycheck, tax-free, helping you budget and save money. These Accounts do not renew - **a new election must be made each year**. An FSA can only be elected during Annual Enrollment, at time of hire, or with certain life events (marriage, divorce, birth, etc.).

Health Care Flexible Spending Account	Dependent DAY Care Flexible Spending Account
<p>You can enroll in a Health Care Flex Spending Account and elect up to \$2,750 per year to use towards out of pocket medical expenses such as, but not limited to:</p> <ul style="list-style-type: none"> Co-pays Deductibles Glasses Orthodontics <p>You can pay for your health-related expenses at time of service with a Payflex debit card that is linked to your FSA account, or upload receipts through the Payflex website or app for reimbursement. Using the debit card does not eliminate the need to provide receipts when requested, so please keep receipts of all the expenses you place on the debit card.</p>	<p>You can enroll in a Dependent Care Flex Spending Account and elect up to \$5,000 to use toward child (age 12 and under) and adult day care expenses such as:</p> <ul style="list-style-type: none"> Before and after school care Daycare, nursery school, and preschool Summer day camp Care for your spouse or relative who is physically or mentally incapable of self-care and lives in your home <p>If money is available in your account, you can access your funds within a few days by submitting a receipt for the expenses on the Payflex website or app. Unfortunately, the debit card option is not available with the Dependent Care Flex Spending Account.</p>
How the "Use it or Lose it" clause applies	How the "Use it or Lose it" clause applies
<p>Up to \$550 of unused funds can be rolled over to the following year. Any remaining balance at the end of that year will be forfeited.</p>	<p>The Dependent Care Flex Spending Account is "use it or lose it". This means that any funds you do not utilize by the end of the year will be forfeited. So, carefully consider your anticipated expenses.</p>
<p>Terminated employees will have access to submit claim reimbursement request(s) for IRS eligible expenses incurred up to their last day of employment. Any unused amounts remaining in the FSA account will be forfeited.</p>	

For more information visit www.manateeyourchoice.com/employee-benefits/flexible-spending-account or call 1-844-PAYFLEX (729-3539).

How an FSA Saves Money

Let's say you enroll and contribute \$2,500 per year into an FSA and pay the average tax rate of 29.8 percent. By putting that money aside before paying taxes on it rather than allowing the funds to be taxed, **you'd save nearly \$750 for the year!**

Short Term Disability Hartford Insurance Group

Short Term Disability (STD) Insurance is designed to help protect your income if you're hurt or sick and can't work. It is equal to 60% of your pre-disability earnings up to a maximum of \$1,000 per week.

2022 STD MONTHLY RATES	
Rates are calculated automatically during Annual Enrollment	
Age	Rates Per \$10 of Weekly Benefit
<25	\$0.36
25-29	\$0.42
30-35	\$0.46
35-39	\$0.34
40-44	\$0.28
45-49	\$0.30
50-54	\$0.37
55-59	\$0.48
60-64	\$0.59
65+	\$1.053

WORKSHEET FOR STD	
Calculate Estimated Monthly Premium	
1. Find your weekly earnings by dividing your annual earnings by 52.	<u>Line 1: \$576.92</u> (30,000/52)
2. Calculate your weekly benefit by multiplying your weekly benefit by .60 (60% max benefit of weekly earnings up to \$1,000.00 per week).	<u>Line 2: \$346.15</u>
3. Select your rate from the rate table and divide this by 10.	<u>Line 3: \$0.046</u>
4. Multiply line 2 by the amount in line 3.	<u>Line 4: \$15.92</u>
_____ X _____ = _____	
Line 2 (weekly benefit) X Line 3 (rate/10) = (Est. Monthly Premium)	
The cost for STD is subject to age and salary. Evidence of Insurability (EOI) is required unless elected at time of hire. Complete the steps in the enrollment system to calculate and view your premium. * Policy is subject to pre-existing conditions.	

Long Term Disability Hartford Insurance Group

Long Term Disability (LTD) is provided to all eligible employees. Core LTD is equal to 50% of an employee's base monthly salary up to \$3,000 per month after the disability exceeds 90 days and is provided at no cost to employees.

Additional LTD | Can be applied for **any time during the year.**

You can elect to enroll in Additional LTD and increase your benefit to 66 2/3% of base monthly salary, up to \$5,000 per month. The cost for Additional LTD is subject to age and salary. Evidence of Insurability (EOI) is required unless elected at time of hire. Complete the steps in the enrollment system to calculate and view your premium.

2022 ADDITIONAL LTD MONTHLY RATES	
EMPLOYEE Up to 66 2/3% Base Monthly Salary	
Age	Rates Per \$100 of Insured Earnings
<40	\$0.11
40-49	\$0.32
50-59	\$0.75
60-64	\$0.77
65+	\$0.80

WORKSHEET FOR ADDITIONAL LTD	
Calculate Estimated Monthly Premium	
1. Enter your monthly earnings, not to exceed \$7,500, on Line 1.	<u>Line 1: \$5,000</u>
Select your rate from the rate table and divide this by 100.	<u>Line 2: \$.0011</u> (.11 ÷ 100)
Multiply Line 1 by the amount shown on Line 2.	<u>Line 3: \$5.50</u>
_____ X _____ = _____	
Line 1 (Monthly Earnings) X Line 2 (Rate/100) = Est. Monthly Premium	

Life Insurance Securian Life Insurance Company

Term Life insurance is provided to all eligible employees. Core Life and AD&D is equal to 1x base annual salary up to \$200,000 and is provided at no cost to employees.

Additional Life Insurance | Can be applied for *any time during the year*.

You can elect up to 6x base annual salary with a maximum coverage amount of \$750,000, subject to Evidence of Insurability (EOI). Complete the steps in the enrollment system to calculate and view your premium.

2022 ADDITIONAL TERM LIFE MONTHLY RATES								
EMPLOYEE Up to 6x salary (max: \$750,000)				SPOUSE 50% of EE election up to \$25,000 Coverage				CHILD(REN) \$10,000 Coverage
Age	Rate per \$1000 benefit	Age	Rate per \$1000 benefit	Age	Rate per \$1000 benefit	Age	Rate per \$1000 benefit	Flat rate \$1/month No matter how many children, the rate is still \$1/month. Each Child receives \$10,000 coverage. *No EOI for children
<34	\$0.050	55-59	\$0.511	<34	\$0.051	55-59	\$0.518	
35-39	\$0.058	60-64	\$0.756	35-39	\$0.066	60-69	\$0.715	
40-44	\$0.122	65-69	\$0.994	40-44	\$0.139			
45-49	\$0.245	70+	\$1.310	45-49	\$0.263			
50-54	\$0.346			50-54	\$0.336			

Visit www.manateeyourchoice.com/employee-benefits/life-ad-d for more information.

Special offer from Securian Life Insurance

This is a one-time offer for annual enrollment only for those members who had at least 1x additional Life in 2021 and haven't been previously declined by Securian may increase their coverage by 1x up to a volume of \$500,000 without answering health questions.

Check out Benefit Scout – an online decision support experience to help you decide what insurance options make sense for you and your family.

Visit LifeBenefits.com/ManateeYourChoice, to get started with Benefit Scout.

Aetna Navigator www.aetnavigators.com

Find a Doctor
Download ID Cards
View Claim Status and EOB
(Explanation of Benefits)
View Flexible Spending
Account Balance

Compare Costs for Office Visits, Tests & Procedures
Research Prescription Drugs
Online Wellness Programs/Tools
And much more..

Login/Sign Up

ManateeYourChoice.com > Benefit Login >
AetnaNavigator **OR** www.aetnavigators.com

Each enrolled member will create an individual user name and password and will need their Member ID Number or Social Security Number to sign up.

Health Bucks

It is important to verify the Health Bucks you earned this year (for 2022) when completing the online Annual Enrollment process. If you feel there are any discrepancies with your Health Bucks, please contact the program Advocate listed below. Health Bucks award will be paid out in accordance with your agency's policies.

Health First: Jennifer Ruiz, (941) 748.4501 x6409, jruiz@manateeyourchoice.com

Diabetes Mission Control: Florey Miller, (941) 748.4501 x6410, fmiller@manateeyourchoice.com

Wellbeing Benefits [Learn more at www.manateeyourchoice.com](http://www.manateeyourchoice.com)

At Manatee County Government, we are committed to providing quality service with an emphasis on accountability, civility and ethics. And, we believe that this can only be accomplished through the leadership of our employees. At the heart of it all, our employees have a passion for public service. They form partnerships, drive innovation, and invest in people, and our community, every single day. That is why we invest in a holistic wellbeing approach and offer programs and services in the areas of physical, emotional, financial, community, and career health. When each of these areas are well, our employees are able to bring their best selves to work and help us make Manatee County a premier place in which to live and work and play.



Review the Beyond Compensation Booklet available at www.manateeyourchoice.com to review all of the benefits that are available to Manatee County Government employees. (Note: Agency benefits may vary slightly. Consult with your HR department for agency-specific benefits).

Frequently Asked Questions

Q. What if my address is wrong?

A. Contact your HR Liaison to update your address.

Q. Who do I contact for a password re-set in Benefit Express?

A. Contact your Insurance Coordinator.

Q. What do I need to print and submit to my Insurance Coordinator?

A. Annual Enrollment is paperless. There are no forms to submit to an insurance coordinator or to EHB. All documents are submitted through the system electronically.

Q. If I am adding a dependent to my coverage, what documents should I have ready to upload?

A. When adding dependents to the plan, you will need to upload applicable marriage and/or birth certificates:

Adding spouse: Verify coverage by uploading a copy of your marriage certificate.

Adding child: Verify coverage by uploading a copy of the child's birth certificate.

Q. How do I update a beneficiary for my Life Insurance?

A. The enrollment system provides an opportunity to update or designate your beneficiaries.

Q. How do I ADD a Flex Spending Account?

A. Flexible spending accounts elections do not roll over from one year to the next. If you wish to have an FSA for 2022, you must elect it as part of the enrollment process.

Q. Will I get a new insurance card?

A. You will receive a new:

- medical/dental ID card if you have experienced a Plan Level change or are adding or dropping coverage.
- vision card if you add vision coverage
- Payflex debit card if you add a Health Care Spending Account

Q. How long before I receive STD benefits?

A. On the 15th day of your disability.

Q. When will my STD benefits end?

A. Claims are individually analyzed by the carrier based on disability and physician notes to determine number of benefit weeks, up to 13 weeks, including the 14 day waiting period. Benefits end when you no longer satisfy the applicable eligibility conditions.

Q. Does STD cover pre-existing conditions?

A. Must be treatment-free for 3 consecutive months before or after the date your plan begins. After your plan has been in effect for 12 months, no limitations on pre-existing conditions.

Q. I don't have any changes. I want everything to stay the same. What do I need to do?

A. You must go into the system and engage in the Annual Enrollment process for the following critical reasons: This is your opportunity to **verify that the Medical Plan level** that you elected by doing Qualifying Events is reflecting as you would expect in the system. If you identify sometime in 2022 that your plan level is not correct, **the change will be made the 1st of the month following notification**. If there is a discrepancy with your planlevel, please email Katherine.pettitt@mymanatee.org.

Annual Enrollment is your opportunity to **verify that the Health Buck Incentives** that you and your family earned are reflecting as you would expect.

You must **confirm and/or update your beneficiaries** for your Core and Additional Life Insurance. Every employee has at least core coverage and an updated beneficiary is very important to have on file.

Completing Annual Enrollment

What's New This Year?

- Express Enroll

How to Complete Annual Enrollment:

The 2022 Annual Enrollment is an active enrollment. This means that even if you do not wish to make any changes to your current benefits, you are still required to complete annual enrollment. Please have all necessary items (social security number, marriage/birth certificates, and date of birth, if adding dependents, etc) available prior to beginning your enrollment session.

Go to www.manateeyourchoice.com and click the blue benefits login box at the top of the page, then select "Enrollment System". Or, go directly to www.manateeyourchoiceenrollment.com.

Follow the log in instructions on the screen. *** ALL users will follow the initial login instructions and create a new password for annual enrollment, even if you have already established a password in Benefit Express.**

A screenshot of the login page. It features two input fields: "Username" and "Password". Below these fields is a blue "Login" button. At the bottom left, there is a link for "Login Instructions" and at the bottom right, a link for "Forgot Password?". Two blue callout boxes with arrows point to the "Username" and "Password" fields respectively.

Your username will always be your employee ID #.

Your initial password is your capitalized first name initial, lowercase last name initial + home zip code.

(ex. John Smith living in zip code 34208 would be Js34208)

*For password re-set, contact your InsuranceCoordinator.

Create a permanent password and select 3 security questions.

Choose if you wish to receive your 1095c Form electronically instead of physically mailed to your home and update your personal email addresses if needed. *Remember, this form is not required for filing your taxes and will be retained electronically in Benefit Express.*

You will be directed to your homepage

Click the "Enroll Now" button.

A new screen will pop up. Click "Enroll" to begin the enrollment process.

A screenshot of the "Annual Open Enrollment" screen. It features a blue pencil icon and the text "Annual Open Enrollment". Below this, it says "You have not yet started your enrollment. Click the 'Enroll' button to get started now." To the right, there are three key dates: "Enrollment Period Begins: 10/06/2020", "Enrollment Deadline: 10/24/2020 (12 days left)", and "Effective: 01/01/2021". A blue "Enroll" button is located at the bottom right of the screen, circled in red.

A screenshot of the user dashboard. At the top, there is a yellow banner with a warning icon and the text "A friendly reminder: Your Annual Open Enrollment (26 days left) is open." and a yellow "Enroll Now" button circled in red. Below the banner, the user is greeted with "Welcome Larry!". There are three main navigation options: "Update My Beneficiaries" (with a family icon), "Enroll Now" (with a checkmark icon), and "Confirmation Statement" (with a list icon).

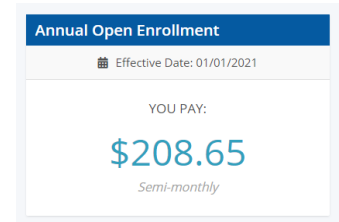
How to Complete Annual Enrollment (continued):

Complete each step of the enrollment process. If adding a dependent (spouse or child), you must click “upload document” and upload the required documentation (marriage or birth certificate)



As you make changes, you will see the numbers at the right of the screen change.

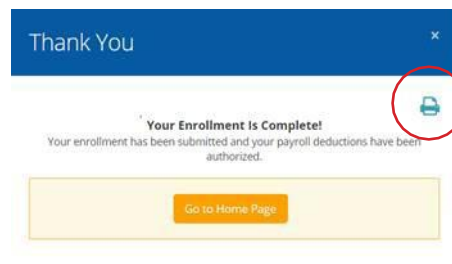
The total of your pay period deductions pending approval. If you’re adding a dependent or waiting for an EOI response, your total pay period deduction amount won’t increase until those benefits are approved.



Review your 2021 elections on the confirmation page then select the **Finish Enrollment** button. Remember that the Total Cost (Semi-monthly and Monthly) shown represents deduction cost BEFORE any new benefits you have applied for. Review carefully and make any necessary corrections.



A new window will include a print button in top right corner. Members can print a copy of their confirmation for their records, but **it is not required** for submission to insurance coordinators or to EHB.



You can upload a verification document or make changes to your enrollment through Friday, November 6th by selecting the enroll button on your homepage then selecting “Change” on the pop-up screen.

NOTE: Please retain your insurance card(s). You will only receive a new insurance card if you have a plan level change or add coverage.



1095 C for 2021

Information on your option to elect to receive your form electronically

Under federal law, Manatee County must provide information to the IRS about medical plan coverage in which you are enrolled.

This information helps you and the IRS to determine whether you have maintained health coverage required under the Individual Mandate as well as determining potential eligibility for a premium tax credit.

In addition to the information we provide to the IRS, we must provide you with a statement that includes the same information that we will provide to the IRS. This statement is referred to as 1095-C. The statement we must provide to you will be furnished on paper if you do not consent to receive it electronically. If you elect to consent to receive these statements electronically, your consent will continue to apply each year unless you withdraw your consent.

To properly access the electronic statement, you must have access to a PC or Mac computer, internet access, Wi-Fi or connected printer, Adobe Acrobat reader. You will receive an email from noreply@mybenefitexpress.com containing a link. When the link is selected you will be required to provide certain identifying pieces of information in order to access the electronic form. Whether or not you opt to receive this link, the statement will be available within the benefits software (Benefit Express). Note: you may be required to print the statement and attach it to a Federal, State, or local income tax return.

Even if you elect to consent to receive the statement electronically, you can still obtain a paper copy of the statement by contacting Employee Health Benefits. Please note that your request for a paper statement will not be treated as a withdrawal of consent as to future statements.

You may withdraw your consent by logging into Benefit Express and selecting print on the communications page. Your withdrawal of consent does not apply to a statement that was furnished electronically before the date on which the withdrawal of consent takes effect.

Manatee County Government will stop furnishing your statement electronically if your email address is not valid or you are no longer eligible for benefits.

Changes to contact information for the purpose of receiving the electronic statement, should be made within the Benefit Express system or by contacting your insurance coordinator. During annual enrollment for 2022, you'll have the option to receive the statement (copy of Form 1095-C) electronically instead of in a paper format.

If you have questions about this notice, please contact Angela Sain at Employee Health Benefits.

Links for more information

Benefit	Provider	Link
Medical	Aetna	Aetna Choice POS II Open Access Network www.manateeyourchoice.com/employee-benefits/medical
Dental	Aetna	Aetna PPO/PDN Network www.manateeyourchoice.com/employee-benefits/dental
Vision	Aetna	www.manateeyourchoice.com/employee-benefits/vision
Flexible Spending Account	PayFlex	www.manateeyourchoice.com/employee-benefits/flexible-spending-accounts
Short Term Disability	Hartford	www.manateeyourchoice.com/employee-benefits/disability/short-term-disability
Long Term Disability	Hartford	www.manateeyourchoice.com/employee-benefits/disability/long-term-disability
Life Insurance	Securian	www.manateeyourchoice.com/employee-benefits/life-ad-d
Telemedicine	Teladoc	www.manateeyourchoice.com/teladoc

Claims and Benefit Customer Service

Your Choice Health Plan hires Aetna as a third-party administrator to process claims for medical, dental and vision, provide customer service and run the provider network.	
Medical Claims	1-877-580-5019
Dental Claims	1-877-238-6200
Vision Claims	1-877-973-3238
Other claim providers	
Short Term Disability Claim	1-800-549-6514
Flexible Spending Account	1-844-PAYFLEX (729-3539)