

MEDICAL, DENTAL AND VISION

Health Elections screen

This first screen is where you can make changes to your medical, dental or vision plans. You can also add or drop qualified dependents.



Once you make your changes, or wish to leave your enrollment as is, click on Continue.

To change plans:

1. Click the "Elect" radio button for the plan you want to enroll in
2. Click the prompt under "Coverage" and choose a coverage type
 - Employee
 - Employee + One
 - Employee + Two or more
3. If you are adding dependents, click on the prompt under "Enroll Dependents" and choose your dependents to enroll. See the next page for instructions on entering dependent information.
4. If you elected a United Healthcare HMO medical plan or the DeltaCare HMO dental plan, you will be asked to enter the provider number on the next screen. Please see our webpage on how to search for a provider.



The system will require that you enter a provider number. If you changed to a United Healthcare HMO plan or switched to the DeltaCare HMO plan, please enter the provider number. If you did not make a change, simply enter **seven zeros** to get past this required screen.

- When enrolling dependents, you must all be on the same medical, dental and vision plans.
- You cannot waive coverage and must be enrolled in medical, dental and vision. There are only two exceptions:
 1. Married employees (both working at GCCCD) who choose to all be enrolled under one employee instead of separately.
 2. Employees who have submitted proof of other enrollment to the Benefits Technician.
- Children under age 26 may stay enrolled on your plan.
- If adding a new dependent, you will be required to submit proof of dependent eligibility to Human Resources.