

**OFFICE OF THE COUNTY EXECUTIVE
ALL-EMPLOYEES MEMORANDUM**

DATE: MARCH 10, 2021

**EMPLOYEE MEDICAL HEALTH PLAN OF SUFFOLK COUNTY (EMHP)
IN CONJUNCTION WITH THE EMPLOYEE BENEFITS UNIT**

Tired of Receiving Paper Communications from EMHP and the Employee Benefits Unit?

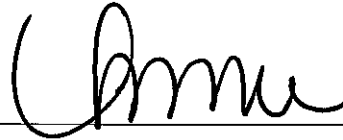
The Employee Medical Health Plan in conjunction with the Employee Benefits Unit will be offering a paperless communication option for our membership. In an effort to minimize expenses as well as reduce the mail you receive, we will be offering an email option for EMHP correspondence. Communicating via email will allow you to receive important information regarding your health benefits in a timely manner directly to your home email address and instead of receiving notices via mail.

If you are an Active employee, please complete and sign the Notice of Disclosure form, scan it into your computer and return the form to the Employee Benefits Unit via email (ebucontactinfo@suffolkcountyny.gov) as soon as possible, but no later than May 1, 2021. By opting into the email correspondence, this will allow you to receive all employee memoranda as well as any documentation pertaining to the Employee Health Plan via your home email address.

If you are a Retiree or are covered under the Employee Medical Health Plan or the HIP HMO, please complete the Notice of Disclosure form, scan it into your computer and return the attached form to the Employee Benefits Office via email (ebucontactinfo@suffolkcountyny.gov) as soon as possible, but no later than May 1, 2021. By opting into the email correspondence, this will allow you to receive all employee memoranda as well as any documentation pertaining to the Employee Health Plan via your home email address.

By returning the signed document, this will allow the Employee Benefits Unit to enter your personal email address into the Employee Benefits System which will then allow us to communicate with you via email.

For questions regarding the attached documentation or any other inquiries regarding your health benefits, Employee Benefits Unit representatives are available from 8:00 a.m. to 4:00 p.m., Monday through Friday. If you cannot scan the documents to be emailed to EBU, you can mail them or in addition, there is a "drop box" located in the front of the Department of Human Resources, Personnel and Civil Service, Bldg. #158, William J. Lindsay County Complex, Hauppauge, NY 11788, where you can drop off the correspondence. EBU will process the forms and then send you an email confirming their receipt. You will have to reply to the email so we know our records have the correct information.



LISA BLACK
CHIEF DEPUTY COUNTY EXECUTIVE

DISTRIBUTION:
ONE COPY PER EMPLOYEE/RETIREE