

## Important Deadline Information About Enrolling your Newborn in a Medical Plan

Please carefully read this important information. You are responsible for timely enrollment of your newborn if you want to add your newborn to your medical plan - not a doctor's office, hospital, or other person.

**Important: Your newborn is not automatically covered as a dependent on your HDP Plan or PPO Plan. You must take action to enroll your newborn and important deadlines apply.**

1. You are responsible for completing and signing paperwork to enroll your newborn and turning it in to the Human Resources Department or Benefits Office within 31 days of newborn date of birth.
2. If you timely enroll your newborn (described in #1 above), newborn coverage is effective on the date of birth.
3. There are no exceptions to this rule. If you turn in your enrollment form late, the next opportunity to enroll your newborn is during the next annual enrollment period.

Confirmation of health benefits by you or your doctor/hospital is only to confirm maternity doctor and hospital benefits. Confirmation of benefits is not a substitute for your enrollment of the newborn on your medical plan as described above.

Some people find it helpful to keep this reminder with their hospital overnight bag. Others note their calendar or ask a family member /friend to help them remember to fill out their forms and turn them in by the deadline date.

If you have questions about your newborn's eligibility for plan coverage, you should contact your Employer's Human Resources Department or Benefits Office. Remember, you can find information about your medical plan 24 hours a day, seven days a week at [www.pebcinfo.com](http://www.pebcinfo.com).