

## **Exiting House Officer Information Sheet** **2020**

***Congratulations on this significant milestone in your life! If you have any questions I've not addressed below, please don't hesitate to contact me in the HOA Office, 734-936-9205, or email [Robin@hoaumich.org](mailto:Robin@hoaumich.org).***

**Robin Tarter**

### **COBRA is retroactive to your FIRST day of unemployment.**

You will receive information about your COBRA insurance approximately 2 weeks, via U.S. mail after your last day at the University. These forms are generated only when your position has ended. Your program will need to terminate your appointment. ***You will need to have a current address on file to get this mailed to you.*** (Go to Wolverine Access before you are finished working and update this information.) You will have 60 days to elect COBRA. To determine the cost, add the U of M payment and your payment for insurance located on your pay stub.

If you are going out of state, you will need to change providers. Please be sure to read your COBRA information very carefully.

**\*\*\*When you get your paperwork, SUBMIT your intent form no matter if you choose to take COBRA or not. This will hold a spot for coverage – you will have 45 days from the date the form is returned before any payment is required. You can elect to cancel COBRA at any time before payment is due. \*\*\***

Individual family members currently covered will EACH have the option to be covered individually under COBRA. One or all of you may elect the coverage depending on how your new job or financial situation dictates.

**EXAMPLE:** If your new job begins on 09.01.2020, and you haven't used your healthcare, cancel COBRA, and don't make the payment. However, if the need arises, you are covered, because you submitted your intent form. It may be cheaper to pay out of pocket for routine healthcare needs, rather than pay for COBRA.

### **Change of Address Form:**

This is required for many reasons: Benefits office, Payroll, AVI refund, COBRA insurance info, or department communications. You can only do this while you are an employee, so it is important to do this before you leave. If you don't have a new permanent address, consider using a relative's address.

U of M Benefits office website: <https://ssc.umich.edu/human-resources/personnel-changes-par/>

### **UH South Wellness Center Membership:**

Remember to cancel your membership if you're moving – with your credit card company and the facility. [UH South Wellness Center](#)

**Make Appointments and fill prescriptions:**

In your contract you are allowed 8 hours of paid time off for preventative care. Make your appointments as soon as possible. Rx: Fill all prescriptions before you lose coverage.

**There may be lag time before your new employer activates your benefits.**

**Disability Insurance:** You can elect to make your HOA plan portable for coverage once you leave. You will have 60 days to make this election. Mike Flynn will be in the HOA Lounge on the 3<sup>rd</sup> Friday of each month through June for your convenience.

Contact Mike Flynn (1-800-768-6100) for a personal meeting and he will explain your options for converting your current HOA Group plan.

[mflynn@flynnbenefits.com](mailto:mflynn@flynnbenefits.com) or [www.flynnbenefits.com](http://www.flynnbenefits.com)

**Liability (Malpractice) Insurance:** Your new employer will want proof of your malpractice coverage. <http://www.med.umich.edu/i/riskmgmt/claims/malpractice.htm>. This is an internal site, so you need to access this before you leave the University. The policy you have through the University includes tail coverage. **I can also email you a PDF prior to leaving.**

**Flex Accounts:** Medical accounts can be maintained with your COBRA insurance, but Childcare accounts cannot be maintained.

**Savings Plan:** If you participated in the SRA through Fidelity/TIAA CREF, you will need to contact the company directly for information on your accounts. The University has nothing to do with this, as it is an individual program not co-funded (matched) by University funds.

**Fidelity SRA Investment Questions:**

<http://www.fidelity.com/atwork> or call Fidelity at 1-800-343-0860.

TIAA CREF SRA Investment Questions:

<http://www.tiaa-cref.org> or call TIAA at 1-800-842-2776.

**Return all keys, ID's (Umich and VA), to your program coordinator or designated person and "rag out" your white coats to the Lab Coat Room (Taubman B2001).**

**Parking Services:** House Officers who have terminated employment with the University or no longer need their parking option remain responsible for full payment (both employee portion and university contribution) of the option until it is returned to Parking Services.

<https://ltp.umich.edu>

**Please direct questions and comments to:**

**Parking Customer Service**

734-764-8291

Email: [UMPark@UMich.edu](mailto:UMPark@UMich.edu)

To return your AVI device:

- Stop by the LPTS Office located on the 2<sup>nd</sup> floor of University Hospital South.

- Use the drop box provided in Security Services/Lost and Found area at UH.