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Special:

Circular Letter

TO: ALL PEMHCA HEALTH BENEFITS OFFICERS AND ASSISTANT HEALTH BENEFITS OFFICERS

SUBJECT: EMPLOYER OPEN ENROLLMENT HEALTH FAIR SCHEDULING TOOL

OPEN ENROLLMENT HEALTH FAIR

Prior to the 2009 Open Enrollment period, CalPERS provides an online Open Enrollment Health Fair (Fair) Registration scheduling tool so that employers may request the attendance of CalPERS Health Plan Partners at their fairs for the benefit of their employees. Each year, CalPERS receives numerous requests for the attendance of Health Plan Partners to these fairs.

This year in order to accommodate schedule availability, the frequency and duration of our Health Plan Partners visitations will be limited. This reduction is necessary to allow our Health Plan Partners to better serve employers. The online Open Enrollment Health Fair Registration scheduling tool will be accessible from June 22, 2009 through August 14, 2009, and thereafter, any request for Health Plan Partners visitations can no longer be accepted. The table below outlines important dates of events scheduled for the 2009 Open Enrollment year.

Date	Event Description
June 22, 2009 through August 14, 2009	Open Enrollment Health Fair Registration system available to all employers. <i>Note: Registration for the health fairs are served on a "first-come" basis. Please wait for a follow-up confirmation by a Health Plan Partner representative, regarding attendance, after your initial request.</i>
August 31, 2009 through October 9, 2009	Open Enrollment Health Fairs Conducted
September 14, 2009 through October 9, 2009	CalPERS 2009 Open Enrollment Period

REGISTRATION SCHEDULING TOOL

The registration scheduling tool provides employers with the convenience of an electronic web portal to request a scheduled appearance from our Health Plan Partners (Anthem Blue Cross, Blue Shield of California, and Kaiser Permanente), download health plan educational and informational materials (Adobe PDF), and access online training through a Webinar.

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Upon submission of a Health Plan Partner appearance request, a Health Plan Partner representative will contact the employer directly to confirm attendance to the fair. Health Plan Partners are scheduled to attend in two-hour increments based on first-come first-served, so please schedule accordingly. CalPERS requests employers encourage their employees to R.S.V.P. for the fairs to ensure good attendance. This will allow our Health Plan Partners to ensure they bring the appropriate amount of materials.

Employers may access the electronic web portal June 22, 2009 through August 14, 2009 by visiting CalPERS On-Line at www.calpers.ca.gov or directly at www.healthfairregistration.com. Exceptions to limitations on booking dates, length of event and other criteria may be made at the discretion of CalPERS, Office of Employer and Member Health Services. To request an exception, please contact Robyn Lee directly at (916)795-9044, or by email at rlee@calpers.ca.gov.

SCHEDULING INSTRUCTIONS

The registration scheduling tool (electronic web portal), has several design features to assist employers through their navigation of the system and process.

<i>Simple Registration</i>	To register, use your agency's four-digit employer code, three digit unit code, and five digit Zip code (e.g., 1234-000, 00000). To access your agency's employer code, unit code, or Zip Code, view the monthly invoice (public agencies only).
<i>Flexibility</i>	For scheduling flexibility, an event calendar is available on CalPERS On-Line at www.calpers.ca.gov or directly at www.healthfairregistration.com prior to the start of the CalPERS Open Enrollment Period.
<i>Helpful Instructions</i>	For guidance, step tabs are available through the scheduling process to ensure a successful registration of a fair.
<i>Confirmation of Requests</i>	Employers will receive an e-mail fair confirmation through the scheduling tool and will be contacted directly by Health Plan Partners (typically via email), with confirmation of their attendance to the fair.
<i>Reminder Follow-up</i>	Employer receives confirmation of attendance by Health Plan Partner(s); the employer will receive a follow-up e-mail reminder two weeks prior to your fair date.

If you have any questions about this Circular Letter, please contact the CalPERS Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

Sincerely,

Holly A. Fong, Chief
Office of Employer and Member Health Services