

Medical

How do I determine if I am eligible for benefits?

Eligibility is based on your employment status and your percentage of time worked. See the chart below to determine if you are benefits eligible.

Employment Status & Percent Time Worked	Benefits Eligible	Employee Medical Insurance Premium Sharing
Full Time: 75-100%	Yes	100%
Part Time: 50-74%	Yes	50%
< 50%	No	N/A

When is my medical coverage effective?

Medical coverage for employees is effective as of your hire date with UT Health San Antonio. Coverage for dependents is effective the first day of the month following your hire date.

When will I receive my medical identification card from Blue Cross Blue Shield (BCBS)?

Your medical identification card will arrive within 7 to 10 business days of the effective date of your coverage.

If I lose my medical identification card, how do I get a replacement card?

Contact BCBS at 1-866-882-2034 or log onto Blue Access for Members at www.bcbstx.com/ut to order a new card or print a temporary card.

How do I find a doctor or hospital in the BCBS medical plan network?

Access the BCBS website at www.bcbstx.com/ut or call 1-866-882-2034.

Is a newborn child covered under the UT SELECT medical plan?

The UT SELECT medical plan automatically provides coverage for a newborn child of a covered employee (or a covered dependent of an employee) for the first 31 days after the date of birth. To add coverage for the newborn child beyond the first 31 days, you must contact the Benefits Department at benefits@uthscsa.edu.

What is the age limit for dependents?

Dependent children, including stepchildren and adopted children, are eligible for the UT SELECT medical plan until the age of 26, regardless of marital status. Dependents are eligible for dental, vision, life and AD&D until the age of 25 and must be unmarried.

What is my BID and where do I find it on my medical identification card?

The BID is located on your BCBS ID card under Identification Number and is the last 8 characters following UTS0.

Dental

If I lose my dental card, how do I get a replacement card?

Contact Delta Dental at 1-800-893-3582 or log on to their website at www.deltadentalins.com/universityoftexas to printout a temporary card.

How do I find a dentist who participates in one of the dental plans?

Access the Provider Directory on Delta Dental's website at www.deltadentalins.com/universityoftexas or call 1-800-893-3582.

Vision

How do I obtain a new vision ID card if it is lost or damaged?

Contact Superior Vision at 1-800-507-3800 or log on to their website at www.superiorvision.com/ut to printout a temporary card.

How can I find an optometrist/ophthalmologist who participates in the Superior Vision network?

The provider directory for Superior Vision is online at www.superiorvision.com/ut. Click on "Locate a Provider" upon accessing the web page.

UT FLEX

What is my Employee ID and Employer ID to register for the Maestro Health website?

Your BID is the last eight digits reflected on your BCBS medical ID card. The employer ID is BBB132002030.

What is the annual limit under the Healthcare Reimbursement Account (HCRA)?

You can contribute a maximum of \$2,550 per year under the HCRA.

What is the annual limit under the Dependent Care Reimbursement Account (DCRA)?

You can contribute a maximum of \$5,000 per year under the DCRA. If your spouse also contributes to a DCRA at his/her employer, your combined annual contribution cannot exceed the IRS limit of \$5,000.

How do I receive reimbursement for child care expenses from my DCRA?

You should submit your child care statement directly to Maestro Health before the end of current fiscal year. Maestro Health will either mail you a check or reimburse you by direct deposit. Go to www.mywealthcareonline.com/utflex.

Changes in Benefits Coverage

Can I make changes to my benefits coverage at any time during the year?

Employees can make changes to their benefit elections when a qualified change of status occurs or during Annual Enrollment.

Employees have 31 days from the date of a [qualified change of status](#) event to make changes to their benefits that are consistent with the event. If you do not make your changes during that 31 day period, your changes cannot be made until Annual Enrollment.

Outside of a change of status, employees have the ability to change their benefit elections during Annual Enrollment. Annual Enrollment is held every year from July 15 through July 31. During this time you may change your benefit elections and add, update or remove dependents from coverage using the [My UT Benefits](#) online system.

What documentation is required to remove a dependent from coverage?

You need to provide a letter from the dependent's employer or insurance carrier stating the effective date of coverage. You have 31-days from the date of change to drop your dependent from your coverage.

What documentation is required to add a dependent to coverage?

Refer to this [chart](#) for the required documentation.

Retirement

What are the employee and employer contribution percentages for the Teacher Retirement System of Texas (TRS)?

For FY 16-17, the employee contribution is 7.7% and the state contribution is 6.8%.

How do I contact TRS?

TRS can be reached at 1-800-223-8778 or access their website at www.trs.state.tx.us.

Can I borrow against my TRS account?

There are no provisions allowing an employee to borrow against their TRS contributions. To receive a distribution of funds from your TRS account, you must either retire or terminate employment.

Does the institution offer other retirement programs in addition to TRS or ORP?

The institution offers [voluntary retirement programs](#) to which you can make pre-tax and/or after-tax contributions.

How do I log into UT Retirement Manager?

When logging into [UT Retirement Manager](#); select I am a new user, the last six digits of your Employee ID can be used as your User ID.

Other

When will my longevity pay be reflected on my paycheck after my date of hire?

It could take approximately two months depending on the date of hire and the verification of prior state service. Contact the Records Department at hr-admin@uthscsa.edu if you need additional information.

Why is my beneficiary(s) not reflected in Employee Self-Service under my benefits?

Employee Self-service is only going to list the dependents that you are carrying on your insurance benefits. If you would like to see your beneficiary information with Dearborn National, logon to www.dearbornnational.com/ut

Do I need to meet with a Benefits Advisor before I separate or terminate my employment with the Health Science Center?

You do not need to meet with a Benefits Advisor; however, you should visit the [Employee Separation Website](#) which will provide you with detailed information regarding any applicable steps that should be taken prior to your separations from the institution.