



2007 BENEFITS

GUIDE TO

OPEN

ENROLLMENT

FACULTY & OFFICERS

Open enrollment is your opportunity to choose your benefits for 2007. This Benefits Open Enrollment Guide contains highlights of the benefit plans that are changing this year and the steps to take for enrolling online. You will find more information about the benefit plans in the Benefits in Brief for 2007 included in this packet of information.

Benefits Open Enrollment

What's New in 2007

Several of your benefit plans and features will change in 2007. Please read below for details on these important changes and what they mean to you.

Changes to Benefit Plans

- **New Medical Plan Option** – Aetna's nationwide Point-of-Service (POS) will now be offered in addition to the Oxford, CIGNA, HIP and Aetna HMO options. This new plan is called the Choice POS II Open Access plan because it gives you the freedom to seek care without referrals from your Primary Care Physician (PCP). We're adding this plan to provide more flexibility to our existing medical plans.
- **Office Visit Copays** – Copays for physician office visits are increasing from \$10 to \$15 in all medical plans.
- **Preventive Care** – All medical plans will pay 100% for preventive services and procedures that are related to age or gender, such as mammograms and prostate exams. You must use in-network providers to receive this benefit. No copays are required.
- **Out-of-Network Medical Benefits** – Out-of-network deductibles and out-of-pocket maximums under the POS medical options will no longer be based on salary.
- **Aetna HMO** – If you are a member of this plan, you will receive a new member ID card for 2007 and there will be changes to some of the covered benefits.
- **Prescription Drugs** – All copayments for prescription drugs will increase \$5.
- **New Life Insurance Company** – The Standard will replace The Hartford for life insurance benefits. This change allows Columbia to lower your rates for Optional Life insurance benefits.
- **New Basic Life Insurance** – Columbia will provide Basic Term Life insurance coverage equal to one times your base pay, up to \$50,000, at no cost to you.

Changes to Benefit Plans (continued)

- **New Dependent Life Insurance** – You will now have the opportunity to elect Spouse and Child life insurance. You will pay the cost for this coverage and take advantage of low group rates to increase your financial protection.
- **Waiver Credit** – Columbia will no longer issue a monetary credit to eligible Faculty and Officers who choose not to participate in the medical and/or dental plans.
- **New Name for University Spending Accounts** – The University Spending Accounts (USA) will now be called Flexible Spending Accounts (FSA). This name change will help facilitate consistency with IRS tax code references and many other employers' plans.

Important Changes to the Benefits Open Enrollment Process

- **Online Benefits Enrollment Only** – You will enroll for your 2007 benefits online, using Columbia University's Benefits Enrollment System.

If you do not have access to a computer, you can attend a Benefit Expo where computers will be available for open enrollment. You can also call 1-212-870-2286 Monday through Friday from 8 a.m. until 5 p.m. EST and a representative will enroll online for you.

- **A Single Benefits Open Enrollment Period** – You can enroll from October 18 through November 10, 2006. There will no longer be a formal correction period. During Benefits Open Enrollment you can change your election as often as you need to and immediately check your benefit choices by printing your Confirmation Statement. Streamlining enrollment increases efficiency and ensures that you receive your medical I.D. cards on time.
- **Benefit Expos** – This year, we have scheduled more Benefit Expos at additional times and locations for your convenience. Plan to attend a meeting and learn more about your 2007 benefits. Representatives from the benefit providers and Columbia University Human Resources will be available for confidential discussions and to answer your questions.

Enrolling For Your 2007 Benefits Coverage

What You Need to Do

Before you enroll, take time to learn about the benefits and your options for 2007.

- **Review your personal 2007 Benefits Open Enrollment Statement** – It lists your 2006 benefit choices and shows what that coverage will cost you in 2007.

Remember, if you want to participate in Flexible Spending Accounts or the Transit/Parking Program, you will need to elect a contribution amount during Benefits Open Enrollment.

- **Consider your benefit needs and compare your medical plan options.** Decide what's best for your personal situation by reviewing your Benefits Open Enrollment materials.
- **Attend a Benefit Expo** – learn more about your benefits first hand.
- **Enroll online** – and confirm your elections online when you're finished.
- **For a calendar of important dates and other Open Enrollment events**, please visit www.hr.columbia.edu.

**Benefits Open Enrollment period:
October 18 – November 10 2006**

How to Enroll

- Log on to: www.my-benefits.com/CU
- Enter your Social Security number
- Enter the Personal Identification Number (PIN) that is printed on your personal 2007 Benefits Open Enrollment Statement

Follow the instructions. The Benefits Open Enrollment System will include all the benefits you are eligible for and the contributions for them. You will also need to have Social Security numbers for any dependents that you cover.

When you've finished making your benefit choices, click on the Enroll Now button. This will complete your enrollment.

You can confirm your benefit elections immediately by printing a Confirmation Statement. You will receive a final confirmation of your benefit choices that will be mailed to your home at the end of November.

The Benefits Open Enrollment System will be available from October 18 through November 10, 2006, seven days a week at these times:

- Sunday through Friday – 22 hours a day (closed 5 AM to 7 AM for system maintenance)
- Saturday – 7:00 AM to midnight

You can change your enrollment as often as you need to during Benefits Open Enrollment. Call 1-212-870-2286 if you need additional assistance.

If You Do Not Enroll

- Your current Columbia medical, dental, life and long-term disability coverage will continue for 2007 at the new costs.
- You will also receive the new Basic Life Insurance benefit.
- If you do not make an election for the Flexible Spending Accounts or the Transit/Parking Reimbursement Program, your contributions will *not* continue for 2007.

New Medical Options

You can choose from six medical plan options:

- Aetna Choice POS II - *New*
- CIGNA POS
- Oxford POS
- CIGNA Modified Indemnity
- Aetna HMO
- HIP HMO

All of the medical options cover a wide range of services, including doctors' visits, hospitalization, surgery, preventive care and emergency care. For more details of benefits for covered services, see the Medical Comparison Chart in Benefits in Brief for 2007.

If you have coverage elsewhere, you can elect no medical coverage.

Terms You Need to Know

- **Deductible** – This is the amount you pay before the Plan pays benefits for your eligible medical expenses.
- **Copay or copayment** – This is a fixed dollar amount that you pay for a medical service or prescription drug.
- **Out-of-Pocket Maximum** – Provides protection to limit the amount you pay. Once your eligible expenses reach this amount, you are reimbursed at 100% for covered expenses. For the POS medical options, this maximum includes the deductible and any coinsurance you pay for eligible expenses.
- **PCP** – Primary Care Physician, who manages care within the network (including referrals where applicable).
- **Provider(s)** – Physicians, specialists, hospitals and other medical facilities.

Aetna Choice POS II (Open Access) – *New*

The Aetna Choice POS II plan gives you access to an extensive national network of physicians and hospitals. You do not need a primary care physician (PCP) to manage your medical care or provide referrals to specialists. You pay a fixed \$15 copay for physician office visits when you use a network provider.

This option gives you the flexibility to use providers who are in or out of network each time you seek care. Because this plan has a deductible and coinsurance (the 10% you pay), your pre-tax premiums are lower than the other POS options.

Remember, to get the maximum level of reimbursement, make sure your providers are in the Aetna Choice POS II network. There is an out-of-pocket maximum of \$1,000 for an individual and \$2,000 for a family. When your deductible and coinsurance (10%) reach this amount, the Aetna plan pays 100% of covered medical expenses.

To see if your doctor(s) are in the Aetna network, go to: www.aetna.com.

Eligibility Audits

Columbia University has a responsibility to ensure that only eligible expenses are paid from the benefits Plan. This requirement is consistent with IRS regulations that govern the operation of a qualified benefits plan.

You must be prepared to provide satisfactory proof that your enrolled dependents meet the eligibility requirements. Random audits will be conducted periodically each year to ensure that all dependents continue to meet the eligibility requirements of the benefit plans. If you are selected for this audit, you will receive a separate letter detailing the timeframes and specifics of the audit process. If you are not able to provide proof that your dependent is eligible (for example, birth certificates for each covered child), coverage for your dependent will be terminated.

When a dependent is no longer eligible, it is your responsibility to notify the Columbia Benefits department within 31 days of the change (examples include, but are not limited to divorce decree, child no longer a student, etc.). Call 1-212-870-2286 to report any changes in the status of your dependents within 31 days.

Open Enrollment is an excellent time to review the dependents you have enrolled in the Columbia benefit plans, and make sure they remain eligible for the next calendar year.

Life Insurance

Basic Life – *New*

Effective January 1, 2007 you automatically receive Basic Term life insurance equal to one times your base pay, up to \$50,000. Columbia University provides this coverage at no cost to you.

Optional Life – *New Lower Premium*

You may also elect additional life insurance of one, two, three, four, five or six times your annual benefits salary up to \$1,000,000 of coverage.

As a result of the change to a new life insurance company, you have the opportunity for 2007 to elect or increase your Optional Life coverage 1x without providing medical evidence of insurability. If you previously chose not to purchase this coverage, you may now elect 1x without submitting medical evidence of insurability. If you have 1x coverage now, and want to increase it to 2x, you do not have to submit medical evidence of insurability.

However, if you were previously denied coverage by The Hartford, medical evidence of insurability will still be required. Also, if you are currently not actively-at-work as a result of a disability, you must submit medical evidence of insurability and receive approval from the The Standard before your coverage will be effective.

If your Optional Life insurance coverage equals 3x pay or exceeds \$500,000, you must submit medical evidence of insurability and receive approval from The Standard for coverage to be effective.

Your Optional Life insurance coverage will be determined using your pay as of July 1, 2006, rounded up to next \$1,000. Your monthly premium is based on your current age.

For Example:

BENEFITS SALARY:	YOU ELECT:	YOUR COVERAGE AMOUNT:
42,300	2 times pay	\$85,000
\$42,300 x 2 = \$84,600 rounded up to \$85,000		

For a medical evidence of insurability form, go to www.thestandard.com.

Dependent Life Insurance - *New*

You can now purchase Dependent Life Insurance for your spouse and/or your children. You pay the full cost of this benefit. In the event of your insured dependent's death, you will receive a lump sum payment. Note: Same sex domestic partners are not eligible at this time.

Coverage Choices:

Spouse Coverage: Choose from:

- \$10,000
- \$30,000
- \$50,000

Child Coverage:

- \$10,000

For 2007, you may elect \$10,000 of Spouse and/or Child coverage without providing evidence of insurability.

Keep in Mind

- You must name your beneficiary since Basic Term life insurance is offered for the first time. You can name one or more persons or organizations and can change your beneficiary at any time.
- You must provide evidence of insurability and be approved by The Standard if you elect Optional term life insurance of more than three times pay or coverage that exceeds \$500,000.

Open Enrollment Resources

Benefit Expos

Locations	Dates/Times
Morningside Heights Alfred Lerner Hall 2920 Broadway (at 115th Street) New York, NY 10027	Roone Arledge Auditorium October 18, Wednesday: 9:30 – 4:30pm Room 555 October 31, Tuesday: 10:30 – 3:00 pm November 8, Wednesday: 10:30 – 3:00pm
Lamont-Doherty Monell Building Lobby 61 Route 9W Palisades, NY 10964	October 20, Friday: 9:30 – 12:30pm
Medical Center Armand Hammer Health Sciences Center Riverview Lounge 701 West 168th Street (at Ft. Washington Ave.) New York, NY 10032	October 25, Wednesday: 9:30 – 4:30pm November 3, Friday: 10:30 – 3:00pm November 10, Friday: 10:30 -3:00pm
Harlem Hospital Martin Luther King Pavilion 2nd Floor (Lunch Area) 506 Lenox Avenue New York, NY 10029	October 26, Thursday: 10:30 -2:30pm

- **2007 Benefits Open Enrollment Kit** – Including your enrollment guide, Benefits in Brief for 2007 and your personalized 2007 Open Enrollment Statement
- **Columbia University Benefits Open Enrollment System** – Convenient and easy-to-use, with immediate confirmation of your elections
- **Benefits Call Center** – 1-212-870-2286 Monday through Friday from 8 a.m. until 5 p.m. EST and a representative will assist you with your benefit selections.
- **HR Website** – Updated and relevant information about your benefits www.hr.columbia.edu
- **Benefits Open Enrollment Confirmation Statement** – Your record of your benefit elections for 2007

