

# Keeping Your Coverage Up To Date

To keep your coverage up to date, you must notify your Benefits Office if...

**Your home address changes**

**Your phone number changes**

**Your name changes**

**Your family unit changes**

- You marry or divorce, acquire a domestic partner
- You want to add a dependent
- You no longer have any eligible dependents
- Your dependent loses eligibility
- You no longer wish to provide coverage for a dependent
- You have a disabled dependent
- You or a covered dependent becomes eligible for Medicare benefits because of disability or end-stage renal disease although under age 65
- Your spouse or other enrolled dependent dies

**Your employment status changes**

- You are going to retire
- You are affected by a layoff
- You are going on leave without pay
- You have questions about the State Continuation of Coverage Law or COBRA

**You have questions about NYSHIP**

- You have questions concerning your family's eligibility for health insurance coverage
- You have questions about changing your type of coverage (Family/Individual)
- Your Empire Plan Benefit Card is lost or damaged
- You want to know how to coordinate your Empire Plan benefits with Medicare

**Other**

- You become disabled
- You want to cancel your health insurance coverage to obtain dependent status under your spouse's NYSHIP coverage
- You would like a directory of Empire Plan Participating Providers. Check the New York State Department of Civil Service web site at [www.cs.state.ny.us](http://www.cs.state.ny.us). Or, call The Empire Plan at 1-877-7-NYSHIP (1-877-769-7447) and select UnitedHealthcare
- You want to cancel your coverage
- You followed an Empire Plan carrier's appeal procedure, but still do not agree about covered benefits. (You may also contact the State Insurance Department or State Health Department.)