

For Administrators (Residents & Clinical Fellows Coordinators)

1. Q. Is an Enrollment Form needed make enrollment changes under the Resident /Fellows benefit program in all cases? (i.e. add dependent, cancel dependent, opt out of insurance mid-year)
 - A. In most cases the yes, please have trainee complete the enrollment form indicating the change. This will protect both parties if there are any questions at later time. Also make sure to key changes in the database.

If a resident/fellow is ending their appointment they do not have to complete the insurance action form. Please notify them when their insurance will be ending. Also make sure to key in the termination of insurance in the database.

2. Q. When a Resident/Fellow's appointment is close to ending, do I need to take any actions?
 - A. Yes, please contact your Residents/Fellows and verify the address they want their cobra packet send to. If there is a change in address please update the insurance database with the new address before terminating their benefits in the database.

3. Q. When a Resident/Fellow moves from one department to another, which department is responsible for initiating the change in funding on the Enrollment Form?
 - A. The new department should transfer the trainee to their group, continue the trainee's insurance in the database and list the funding on the worksheet given to the by the GME office. Benefits should not be terminated by the former department.

4. Q. I have questions about the recharges on my preliminary report, who should I contact?
 - A. Please contact the Finance Desk, (415)-502-6054

5. Q. When do I give the Residents/Fellows the [Cobra Acknowledgement form](#)?
 - A. Give them the [Cobra Acknowledgement form](#) with their new hire paperwork.

6. Q. If a Resident/Fellow want to add their domestic partner to the insurance plan is that possible.
 - A. Yes Resident/Fellow can add their domestic partner to the plan so, long as they have a qualify event. i.e. new hire, new domestic partnership. The Resident/Fellow must complete the Insurance Action form and the Declaration of Domestic Partnership.