



HILL, CHESSON & WOODY

Experience the benefit.

194 Finley Golf Course Road, Suite 201
Chapel Hill, NC 27517
919-489-7426 (p) 919-313-2020 (f)
800-579-8022 (toll free)
www.hillchesson.com

Eligibility

In order to be eligible for the Postdoc Medical Insurance Plan, the Postdoc must be coded 27 or 28, Temporary Full-Time with UNC Payroll.

Enrollment procedure:

Postdocs (Individual Plan) Postdocs must complete the enrollment forms and return them to the department manager or Human Resources in their department. The department manager or HR facilitator will mail the completed forms to address below for Hill, Chesson and Woody. Coverage begins on the Postdoc's appointment date. If the Postdoc wishes to opt out of the plan, he/she must sign the waiver form and the HR Facilitator will mail one copy to UNC Payroll and one copy to Hill, Chesson and Woody.

Mail completed forms to:

Hill, Chesson and Woody
PO Box 3617
Chapel Hill, NC 27515

Postdocs (Enroll Spouse or Child)

If a Postdoc wishes to enroll a spouse or dependent child, he/she must write a check to Hill, Chesson & Woody for the initial TWO months premium and attach it to the insurance application (which includes the premium rates). Future monthly premiums will be deducted from his/her paycheck.

Receiving ID Card

Hill, Chesson and Woody will be notified of the Postdoc's eligibility by UNC Payroll at the end of the month following the Postdoc's appointment date. For example, if a Postdoc's appointment date is December 1, Hill, Chesson and Woody will be notified of that Postdoc's eligibility at the end of December. Hill, Chesson and Woody will then be paid for the months of December and January at that time. Therefore, it typically takes about 45 days from his/her appointment date for the Postdoc to receive an ID card. Coverage is retroactive to the appointment date.

If you have specific questions regarding this plan you may contact Jennifer H. 967-5900. Details may also be found at Hill, Chesson and Woody's website at <http://www.hillchesson.com/uncpd.html>.