

Making Changes to Your Benefits

The Total Health Benefits Program is a flexible benefits plan regulated by federal laws that restrict when you may change your benefit elections. According to these laws, you may request a benefit change during the year only if you have a qualified status change (event) that affects your eligibility or coverage.

Steps to Change Your Benefits

- 1 Learn enrollment details about your qualifying event below
- 2 Make or change your benefit elections online within 31 days of event
- 3 Submit any required supporting documentation within 31 days of event

Questions?

Contact Southwestern Health Resources
Benefits Support at
SWHRCINBenefitsSupport@texashealth.org
or 1-877-698-4754, prompt 9

Event:	Gain of other coverage (employee)
Event definition:	You have gained coverage elsewhere.
Election deadline:	You must make your elections online within 31 days of event date.
How to make elections:	Log on to MySWHRCIN.org . Select the Benefits tile. Click the Life Change Event section on the left and select "I gained benefits and need to drop benefits". Then, make your applicable benefit changes.
Required documentation:	Document or letter from the other employer or insurance company listing who has gained coverage and the effective date. *Insurance cards are not accepted.
Where to submit documentation:	You will need to complete a documentation cover sheet located here . You can scan and email the cover sheet and supporting documentation to SWHRCINBenefitsSupport@texashealth.org .
Effective Date:	The pay period begin date following elections being made online and submission of supporting documentation.

WHEN YOUR EFFECTIVE DATE MAY BE DIFFERENT THAN ABOVE

- If you have not met the initial one month waiting period, your effective date will be the first of the pay period following one month of service in a benefits eligible position.