

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:	Part Time to Full Time
Event definition:	You change from a Part Time Benefits Eligible position to a Full Time Benefits Eligible position.
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 your event. Then, make your applicable benefit changes.
Required documentation:	Documentation to verify any newly added dependents.
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:	Coverage is effective the pay period begin date following elections being made online and submission of documentation (if applicable).

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.

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