

## THE BENEFIT

**Housing Benefits Plan (HBP) is the medical plan provided to you by your housing authority. It is directed by housing authority Executive Directors from across Southeast and Southwest NAHRO for the benefit of housing authorities.**

*Please share this with all of your HBP employees, retirees, and COBRA members. Also share with the ED, HR, and Finance.*

### Cancer Support Program

June is cancer survivor month. Unfortunately, too many of us are fighting, have fought, or know someone else fighting cancer. United Health Care offers a Cancer Support Program where you can connect with an oncology nurse if you or a loved one has been diagnosed with cancer. Nurses can be reached at 1-866-936-6002. For more information, see the attached flyer or visit <https://myuhc.phs.com/cancerprograms>

### July & August Webinar Trainings

Tues. July 20, 10 am (EST) *How to Be an Effective Workplace Leader*

Tues. Aug. 17, 10 am (EST) *Preventing Burnout*

Find previous webinar recordings at <https://www.housingbp.com/links-2>

### COBRA Premium Subsidy Under ARPA

Under the American Rescue Plan Act (ARPA) of 2021, COBRA premiums may be free to members between April 1 and September 30, 2021. Anyone who involuntarily loses their job or health insurance, or has their hours reduced and as a result elects COBRA to continue health insurance coverage, may qualify. The subsidy covers health plan premiums, but the member will still be responsible for copays and deductibles.

The housing authority will be responsible up-front for member's COBRA premiums who qualify for the subsidy. Those premiums are recoverable by the housing authority through payroll tax credits when filing quarterly payroll tax returns.

To verify who qualifies for this new subsidy, it is important that insurance terminations are correctly labeled voluntary cancellation or non-voluntary cancellation. These options are in the first box of the employee enrollment and change form.

### Sun Safety

While enjoying the outdoors this summer, wear a waterproof sunscreen with a minimum of 30 SPF (50 or higher for small children), avoid strenuous outdoor activities during the hottest periods of the day to prevent possible heat exhaustion, and drink plenty of water or other fluids containing electro-



### COVID-19 Resources

Click on the link for the **most current COVID-19 information** from UHC.

<https://www.uhc.com/health-and-wellness/health-topics/covid-19/faq>

Visit [www.myuhc.com/covid](http://www.myuhc.com/covid) for **up-to-date plan and benefit information**.



**June 2021**

### SharePoint Websites

Alerts need to be set up in SharePoint for submitted forms, pending forms, and processed forms. Once those three alerts are set up, the process should go as follows.

You will upload new forms to the "submitted forms" folder (not the "documents" folder), and will receive an automatic email confirmation that the form loaded successfully. If the form is accepted, it will be moved to the "completed forms" folder and you'll receive an email confirmation that it has been processed.

If additional information is needed on the form, a notation will be made on the form, it will be posted back to SharePoint in the "pending info" folder, and you'll receive an email notification of this. Retrieve the form, update it, and repost it back to SharePoint.

Please see attached visual instructions of the alerts set up and posting forms processes. Contact [ClientServices\\_Billing3@mercerc.com](mailto:ClientServices_Billing3@mercerc.com) for further assistance with your SharePoint site.

### Know Before You Go

When scheduling a test or procedure inquire about the ancillary providers such as anesthesiologists and radiologists. If they are not in-network, find ones that are, even if you need to change to another in-network facility.

The HBP website at [www.housingbp.com](http://www.housingbp.com) provides more information and helpful links.

Questions or comments? Email us at [hbp@callhsa.com](mailto:hbp@callhsa.com) or call 1-800-288-7623, option 5.



# Has your life been touched by cancer?

## The Cancer Support Program offers caring support when you need it most.

Whether you or a family member has been diagnosed or has risk factors for cancer, the numbers are telling. One in three Americans will have cancer at some point in their lives.<sup>1</sup> That's why we offer the UnitedHealthcare Cancer Support Program (CSP).

### How does it work?

If you're preparing for cancer treatment or have already started, a nurse can help you navigate treatment options and help you find a network provider from a high-quality Centers of Excellence (COE) facility. Here's more of what you can expect:



**Connect** with a nurse specially trained in oncology for support — and throughout your treatment journey.



**Get help exploring your options**, finding answers to questions and managing symptoms and side effects.



**Receive support** working with your doctors, so you feel informed to make decisions for your health.

Since 2007, this program has supported more than 100,000 members diagnosed with cancer.<sup>2</sup>

97% of members were satisfied with their Cancer Support nurse.<sup>3</sup>

If you or a loved one has cancer, take advantage of the **Cancer Support Program** and call an oncology nurse between 7 a.m. and 7 p.m. CT, Monday through Friday, excluding holidays.

**1-866-936-6002, TTY 711**

[myuhc.phs.com/cancerprograms](http://myuhc.phs.com/cancerprograms)

<sup>1</sup> American Cancer Society. Who gets cancer? [cancer.org/treatment/understanding-your-diagnosis/after-diagnosis/who-gets-cancer.html](http://cancer.org/treatment/understanding-your-diagnosis/after-diagnosis/who-gets-cancer.html). Accessed March 27, 2018.

<sup>2</sup> Optum Internal Analytics, 2007-2017.

<sup>3</sup> Optum Net Promoter Score® data, FY 2017.

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**This program should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room.** The information provided through this service is for informational purposes only and provided as part of your health plan. The nurse cannot diagnose problems or recommend treatment and is not a substitute for your doctor's care. Your health information is kept confidential in accordance with the law. This nurse support service is not an insurance program and may be discontinued at any time.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates. Administrative services provided by United HealthCare Services, Inc. or their affiliates.

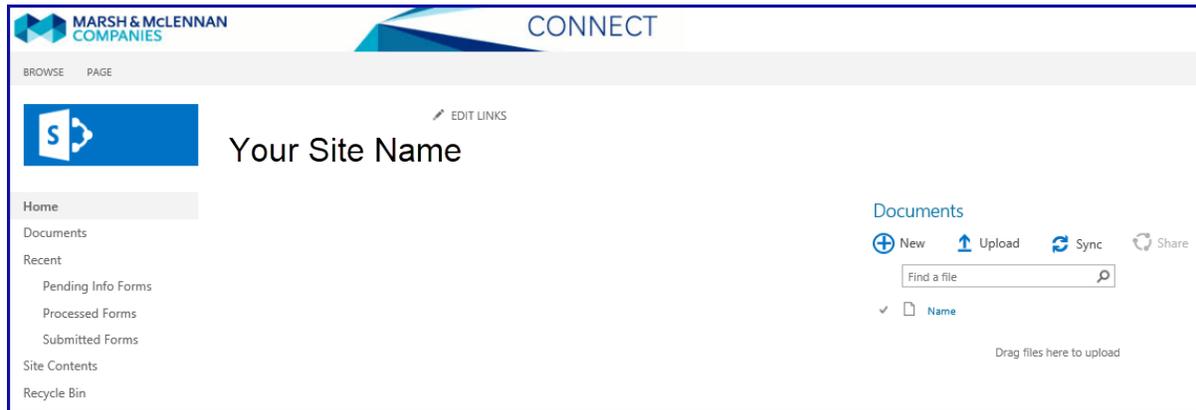
[Facebook.com/UnitedHealthcare](https://www.facebook.com/UnitedHealthcare) [Twitter.com/UHC](https://twitter.com/UHC) [Instagram.com/UnitedHealthcare](https://www.instagram.com/UnitedHealthcare) [YouTube.com/UnitedHealthcare](https://www.youtube.com/UnitedHealthcare)

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## How To Set Up Alerts In Sharepoint Connect

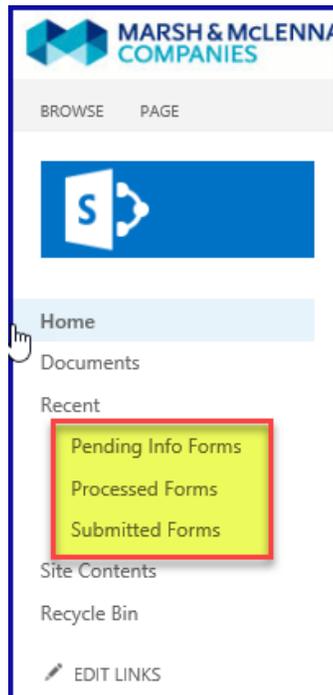
Reference: [Creating Alerts in Sharepoint](#)

1. Navigate to your Sharepoint site and log in using your individual credentials.

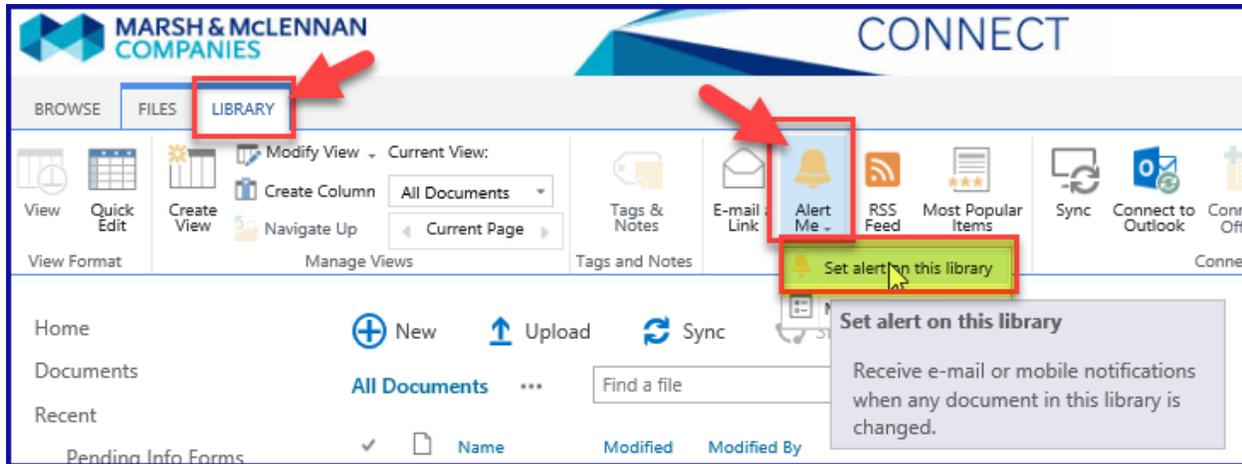


2. Click on the folder you wish to establish alerts for.  
(You need to set alerts for the following folders):

- Submitted Forms
- Pending Forms
- Processed Forms



3. Once in that folder, click on the **'Library'** option at the top left.
4. Next select **'Alert Me'**
5. Then choose, **'Set Alert on this Library'**



6. Follow the prompts on the pop up to set your desired alert details, including frequency of alerts, then click **'OK'**  
*\*You will need to repeat this process for each folder you wish to establish alerts for and alerts can be updated at any time based on your individual needs.*

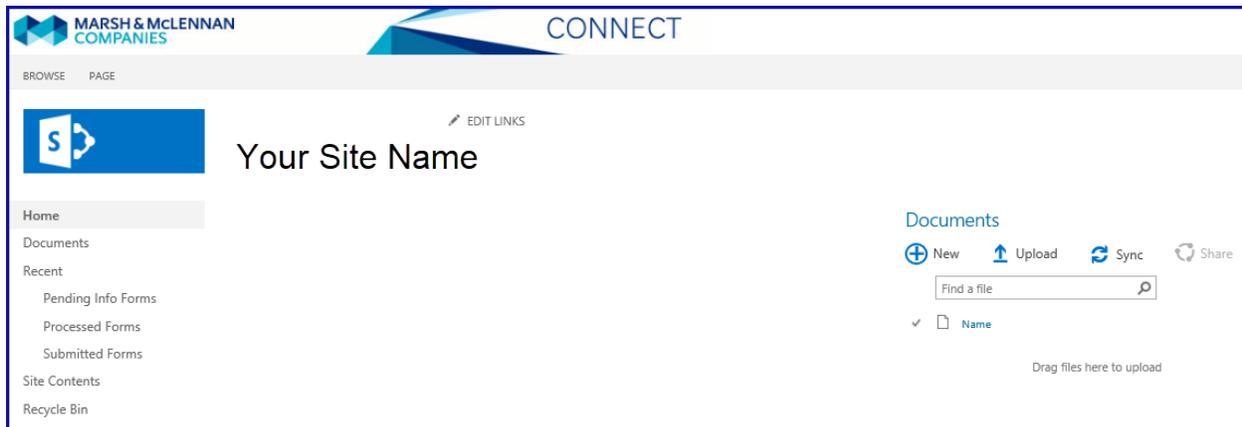
The screenshot shows the 'Submitted Forms - New Alert' dialog box. It contains the following fields and options:

- Alert Title:** Submitted Forms
- Send Alerts To:** Add your email address here
- Delivery Method:** Send me alerts by:
  - E-mail
  - Text Message (SMS)
  - Send URL in text message (SMS)
- Change Type:** Only send me alerts when:
  - All changes
  - New items are added
  - Existing items are modified
  - Items are deleted
- Send Alerts for These Changes:** Send me an alert when:
  - Anything changes
  - Someone else changes a document

Buttons: OK, Cancel

## Loading A Form To Sharepoint Connect

1. Navigate to your Sharepoint site and log in using your individual credentials.



2. Click on the '**Submitted Forms**' link on the left side of the page to open this sub-folder.
3. Locate the form you want to post to Sharepoint on your computer.
4. **Drag and drop** the form to this folder, or click on the '**upload**' icon and follow the prompts to load the form.

