



THE

SCIOLI GROUP

EMPLOYEE BENEFITS & CONSULTANCY

PRESENTS



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Resident Insurance  
Benefits Overview

2024-2025

Medical Insurance

Dental Insurance

Vision Insurance

Term Life Insurance

Long Term  
Disability Income

Medical Association  
Membership

# YOUR LIST OF INSURANCE BENEFITS

- **The Scioli Group**
  - Toll Free: 1.877.211.1975
  - Account Manager: Monica Loya
    - [monica@scioligroup.com](mailto:monica@scioligroup.com)
    - *If Monica is not available, please ask for Customer Service for Residents of TTUHSC El Paso or TTUHSC of El Paso at Transmountain*
- **TTUHSC El Paso Human Resources Department**
  - 1.915.215.4145
- **TTUHSC El Paso GME Office**
  - 915.215.4460

WHO ARE YOUR  
CONTACTS?

## REASON TO CONTACT YOUR ACCOUNT MANAGER - MONICA LOYA

- Questions regarding your medical insurance
- Questions regarding your vision
- Eligibility Questions
- Lost ID Card
- Claims Inquiries
  - It is helpful to send Monica a copy of the Explanation of Benefits as well as copies of any bills received from providers
- Network Provider Information



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- As a new resident, your benefits will begin on the first day of your training.
- Insurance benefits are also available for eligible dependents.
- Eligible Dependents are:
  - Legally Married Spouse
    - *If spouse has a different last name, you may be required to provide a copy of the marriage certificate*
  - Children
    - *Birth*
    - *Adopted*
    - *Step*
  - You may NOT cover your parents, grandparents, aunts, uncles, cousins, etc.
- Once you are eligible for the insurance benefits, you will be able to view the detailed information of the plans as well as the cost through Employee Navigator.
- TTUHSC El Paso does NOT pay for deductibles, copays nor coinsurance.

## KEY COMPONENTS OF YOUR INSURANCE BENEFITS

# INSURANCE BENEFIT ENROLLMENT & ELECTIONS

- You will use Employee Navigator to enroll in your insurance benefits including:
  - Medical
  - Dental
  - Vision
  - Group Term Life/AD&D Insurance
  - Long Term Disability Insurance



- Before you begin the enrollment process, it is important to have the following information:
  - Your SSN or identifying number assigned by the University
  - Your spouse and/or children’s SSN
    - *If you, your spouse or children do not have a SSN and you have not received an identifying number from the University, please contact them prior to beginning your online enrollment*
    - *For residents moving to the United States: If your LEGAL spouse and/or children plan to move to El Paso to reside with you from another country, you can add them now. If you do not add them now, you cannot add them until open enrollment, unless there is a qualifying event.*
  - Your El Paso address and mobile phone number
  - If you do not have an El Paso address, please have a P.O. Box Number available
- The company identifier is **TTUHSC El Paso**

## BEFORE YOU BEGIN ENROLLMENT



# INSTRUCTIONS FOR EMPLOYEE NAVIGATOR

- You will receive an email from “Employee Navigator.” In this email, you will be given a “Registration” link and a “Company Identifier” which is ***TTUHSC El Paso***. Follow the link to create a username and password. You will need your SSN to complete your username and password. If you do not have a SSN a pin will have been sent to you in a separate email
- Once logged in to Employee Navigator to start benefits, you will click the “start benefits” option on your dashboard.
- You will be asked to provide your complete contact information.
- To add a dependent, select the “Add Dependent Option.” From there, you will be able to add your spouse and dependent children.
- Throughout the enrollment you will be asked “Who You Are Enrolling” and “To Make Selection.” You must select who you are enrolling and select for each benefit. Once completed, you will save and continue to move on to the next option.
- When making elections to enroll dependents, the green circle next to their name must be selected. You will confirm it is selected by seeing a check mark in the circle and confirming the coverage type is correct.
- Each benefit will have an enrollment screen. Once you have enrolled in desired benefits and have confirmed your summary sheet is correct, you will “Agree.”
- If you have questions or problems logging into the system, please call The Scioli Group. Our information can be found below or on the Employee Navigator Dashboard.
  - Monica Loya and Leslie Gonzalez - The Scioli Group 806.741.1050

- Everyone will receive a Benefit Confirmation Statement at Orientation, Administrative in-processing day or through your Department Coordinator.
- Carefully review the information
- This is the information YOU supplied in Employee Navigator during your enrollment process
  - Make corrections immediately
  - Check names are spelled correctly
  - Verify the most recent & accurate mailing address
  - Verify dates of birth
  - Verify last four digits of ID number
  - Verify your election for each insurance benefit

# BENEFITS CONFIRMATION STATEMENT

FOLLOWING COMPLETION OF  
ENROLLMENT

- Marriage:
  - If you become married while covered under these benefit plans, you **ONLY HAVE 30 DAYS** from the date of marriage to add your spouse to the plans.
  - **IT IS YOUR RESPONSIBILITY** to inform GME/HR Department of this qualifying event.
  - If you do not add your spouse within the 30-day time period, then your spouse will **NOT** have coverage until open enrollment of the next plan year.

## QUALIFYING EVENTS AFTER OPEN ENROLLMENT

- Birth, Adoption, Stepchildren:
  - If you have a baby, adopt a child or marry a spouse with children, you **ONLY HAVE 30 DAYS** from the date of birth, adoption and marriage to add dependent children to the plans.
  - **IT IS YOUR RESPONSIBILITY** to inform GME/HR Department of this qualifying event.
  - If you do not add your children within the 30-day time period, then your children will **NOT** have coverage until open enrollment of the next plan year.

## QUALIFYING EVENTS AFTER OPEN ENROLLMENT

CONGRATULATIONS AND WELCOME  
TO TTUHSC EL PASO