



myBenefits

Health & well-being. Financial protection. Work/life harmony.

What do I need to do when adding my spouse or dependent child to my benefits outside of Open Enrollment?

1. Go to www.conehealth.com/benefits to complete a Life Event or call the Benefits Call Center at 336-832-8777.
2. Submit required documentation for request to be approved (ie., marriage license, birth certificate, or proof of loss of coverage, etc.) to benefits@conehealth.com
3. You will receive a letter from our audit partner, BMI Audit Services, around 30 days after medical coverage is active. Please follow the requirements in the letter to ensure your spouse and/or dependent child(ren) remain actively covered. You will be required to submit an official copy of your marriage license and official copies of birth certificates for dependent children. Please follow the instructions in the letter from BMI to upload these documents, and any other required documents, to their portal.
4. Our medial plan administrators (UMR or Centivo) will also request an official copy of your marriage license and/or birth certificates for dependent children for those covered under the medical plan. This is to ensure medical claims are processed correctly. Please make sure to submit these when requested.
5. For spouses added prior to Jan 1: All employees and spouses on a Cone Health medical plan (Choice, Save and Focus) on January 1, 2022 must complete the Healthy Lifestyle Program to earn the lower premium rate for 2023. **Both employee and spouse are required to** get an annual physical, complete your health assessment and health action step. Click [here](#) for details on how to complete these steps.
For spouses added after Jan 1: **Spouses** must complete your health assessment within **30** days of enrolling in a Cone Health Medical Plan. Failure to complete will result in a premium increase of \$15 per pay period for the remainder of 2022. Click [here](#) to complete health assessment.