

# Do I need to do anything for Open Enrollment?

*For the answer, ask yourself...*

NOTE: Did you review bi-weekly deduction costs and coverage for the Premier Access \$1000 and Premier Access \$500 Health Plans?

Are you changing any benefit elections, coverage options or covered individuals for the New Year?



Did I review benefit plan information by going to [www.saratogahospital.org](http://www.saratogahospital.org) and clicking on For Employees >> 2023 Open Enrollment? Do I need to update my Health Plan Option for 2023?

**YES**

If the answer is YES

If the answer is NO

**NO**

Go in to the **2023 Open Enrollment** session in UltiPro and Click to  **Make new elections**  
(Menu >> Myself >> Open Enrollment)

Go in to the **2023 Open Enrollment** session in UltiPro and Click to  **Stay enrolled in current benefit plans**  
(This will also summarize 2023 costs)

*Then ask yourself...*

Would you like Medical or Child Care Flexible Spending funds in the new year?

NOTE: Skipping this step will result in no change to your benefit elections.

**YES**

If the answer is YES

If the answer is NO

**NO**

Go in to the **2023 Flex Spend Enrollment** session in UltiPro to designate how much.

Then you are all set - you will not have Flexible Spending funds available in 2023.