

Date: December 14, 2000

Benefits Administration would like to provide the following guidance for using government resources to manage your employee benefits. Government resources include such things as phones, computers, fax machines, copiers, and your time. In all the following examples, it is the expectation of management that resources are to be used prudently and not excessively. Abuse of government resources may lead to constructive discipline up to and including termination. This guidance may be periodically revised to address new technologies, security issues, abuses or other management issues.

### **Medical, Dental, Vision, and Flexible Spending Accounts**

Claims Administrators include

Blue Cross Blue Shield of South Carolina (medical, dental, flexible spending)

Blue Cross Blue Shield of South Georgia (BlueChoice HMO)

EyeMed (vision)

ValueOptions (mental health and substance abuse)

As a WSRC Team employee:

1. You may Fax materials to the Claims Administrator at their request such as full-time student information, Coordination of Benefits, and materials used to resolve claim appeals and claims processing questions.
2. You may use the government phone for local or toll free calls to a Claims Administrator or a doctor's office to resolve a claim appeal and/or claims processing questions.
3. You may use your government computer to access the web site of the Claims Administrator to look up network providers, access the BCBS-SC "My Insurance Manager", send e-mail regarding a claim, and gain information on discount programs.
4. You may make copies of claim forms, bills from providers, and information requested by the Claims Administrator.
5. You may **not** utilize the site mail service even if you affix postage you have purchased with your own funds.

### **Savings and Investment Plan (SIP)**

As a WSRC Team employee:

1. You may use your computer to access the SIP web site. You may **not** use your government computer to connect to other financial or investment web sites.
2. You may use the government phone to call the toll free number for the SIP Service Center.