



**STATE OF HAWAII**  
**HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**  
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April 1, 2021

**PLEASE DISTRIBUTE TO EMPLOYEES**

TO: Departmental Human Resource Officers  
County Personnel Officers

FROM: Derek M. Mizuno, Administrator 

SUBJECT: EUTF Enrollment Tips for Employees

From time to time, EUTF will be sharing enrollment tips to assist employers and/or employees.

**EUTF's New Benefit Administration System**

EUTF will be launching a new Benefits Administration System (BAS) in early 2022. The new BAS will have self-service capabilities for members to review their health benefit enrollment and premiums and make open enrollment and life event changes including uploading of supporting documents. Look for more information later this year.

**HIPAA Privacy Notice**

EUTF HIPAA Privacy Notices were recently mailed (home address) to all Active Employees currently enrolled in an EUTF health and life benefit plans. The notice describes how your medical information may be used and disclosed as it relates to the EUTF group health plans. Please review the document and keep it in your files, for your record.

**Change of Address**

If county employees or State of Hawaii employees not included in Executive Branch or University of Hawaii move or change addresses, you must notify the EUTF. Go to the website at [eutf.hawaii.gov](http://eutf.hawaii.gov), select *Forms*, *Active Employees*, and select the "Address Change Form for Employees". Complete and submit the form to your employer or EUTF designee. You may also contact the EUTF at 808-586-7390 or toll free at 1-800-295-0089 to request that an "Active Employee Address Change Form" be mailed to you. **State of Hawaii Executive Branch and University of Hawaii employees must update their personal address using the Hawaii Information Portal (HIP).**

**EUTF Pre-Retirement Health Benefits Workshops**

Attend a Pre-Retirement Health Benefits Webinar and learn about how to apply for EUTF retiree health insurance benefits. It's never too early to start planning for your future. Whether you plan to retire in a few months or a few years from now, join us for a 60-minute presentation to learn about applying for your EUTF retiree health insurance benefits. Topics covered include:

- Dependent eligibility
- Health plan options
- Medicare
- Differences between active employee and retiree plan
- Completing the EC-2 enrollment form
- Premiums and contributions
- Making changes to your plans

**Schedule of Webinars\***

Date	Time
5/4/2021	10:00 – 11:00am, 11:30am – 12:30pm
5/26/2021	
6/10/2021	
6/22/2021	

To access the webinar, go to [eutf.hawaii.gov](http://eutf.hawaii.gov) on the day of the event and select “Learning Center” in the menu bar. Click the “Webinar” button and select the desired webinar. Registration is not required.

\*Please note: No Pre-Retirement Webinars during the month of April due to open enrollment.