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Applying For Your Health Insurance Benefits

Hawaii Employer-Union Health Benefits Trust Fund (EUTF)

NEW HIRE/NEWLY ELIGIBLE EMPLOYEE

This guide is designed to provide step-by-step instructions on how to enroll in EUTF health and life insurance benefits.



Step #1: Review Health Plan Options

There are seven medical plan options to choose from. HMSA and Kaiser medical plans include prescription drug and chiropractic coverage. Employees may also enroll in dental and vision plans, as well as 100% employer-paid life insurance.



Step #2: Calculate Your Monthly Health Plan Cost

Review health plan premiums for the plans you've selected. Employee premium contributions are negotiated through collective bargaining and may vary depending on the bargaining unit you belong to.



Step #3: Complete an EC-1 Enrollment Form

Once you determine which health plans you wish to be enrolled in you will need to complete an EC-1 enrollment form.



Step #4: Submit the EC-1 Form and Supporting Proof Documents

Submit the EC-1 form and supporting proof documents to your departmental human resource office or enrollment designee within 45 days of your new hire date. All required proof documents must be submitted in order to process your health plan enrollment. Forms received after the deadline will be rejected and you will have to wait until the next open enrollment period or experience a mid-year qualifying event to enroll in plans. Once your enrollment is processed, you will receive a Confirmation Notice in the mail indicating the plans you are enrolled into.

IMPORTANT

If you have an urgent need to fill a prescription or go to the doctor prior to receiving your ID card (VSP does not provide an ID card) you should email EUTF at eutf@hawaii.gov. In the email subject line type "URGENT – Confirmation of coverage needed". EUTF checks the email daily and will contact the carrier to rush your enrollment, if you have an immediate need for services.

Contact the EUTF: Website: eutf.hawaii.gov | Phone: 586-7390 (Oahu) 1-800-295-0089 (Toll-free) | Email: eutf@hawaii.gov