

ASANTE® News

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Go Green: Life Event Changes Online

A reduction in the use of paper may be among your last considerations when life changes occur, but the process of documenting those changes has gotten a little more convenient – and environmentally friendly.



“Life event changes” for Asante employees – such as adding new spouses or children to their benefit plans – can now be made online, through UltiPro. Previously, all life event changes had to be made via a paper enrollment form that was submitted to Human Resources for processing.

Qualified Life Event Changes

Asante employee can change certain benefits mid-year, when they experience “qualified” life events. Those who get married can add their spouses, for instance. Or if the spouse of an Asante employee loses dental coverage under his employer, he can be added to the Asante dental plan. “Qualified” life events include a change in legal marital status (marriage, divorce), birth or adoption of a child, death of a dependent, loss of other group coverage, or a change in employment status (such as

moving from an on-call position to a full-time position).

Those who want to make changes based on qualified life events must notify Asante Human Resources by completing the change process within 30 calendar days of the life event. Those who delay for more than 30 days will need to wait until the next annual open enrollment period (typically held in the fall) to make the change.

Other Types of Life Events

Other non-qualified types of life events include updating life insurance beneficiaries and, for employees enrolled in Asante Health Plan 2, making changes to HSA payroll contributions. Those types of changes can be made at anytime throughout the year, and for any reason.

To make life event changes, go to [UltiPro](#), navigate to “Myself” and click on “Life Events.” Compatible browsers are Internet Explorer 9, 10 and 11, Mozilla Firefox 27.0 or 28.0 and Google Chrome 33.0.

For questions, email myAsanteBenefits@Asante.org or call 541-789-4551.