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2015 Resource Guide to Your Aetna Retiree Benefits

Telephone numbers and contact information

Keeping track of the range of benefits programs Aetna provides can be a challenge. Use this guide to help you quickly find the benefits resources and information you need. The guide also details the information you will need to have available when you call or visit the websites.

For general information, call the Aetna HR Contact Center at 1-800-AETNA-HR (1-800-238-6247), weekdays, 8 a.m. to 8 p.m. ET; or visit the Aetna Retiree Connection website at www.ybr.com/aetna.com, available 24 hours a day, seven days a week. The website exclusively serves Aetna retirees and employees on long-term disability (LTD) and provides you with direct access to many of the sites below and also includes other up-to-date information.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
Retiree Health • General information about your retiree/LTD health plans	Aetna HR Contact Center 1-800-AETNA-HR (1-800-238-6247)	8 a.m. – 8 p.m. ET	Have your user ID and password handy when you call or use the website.
 Update your personal information, such as mailing address, marriage, divorce Request materials (forms, summaries of benefits, plan documents) 	Select the prompt for retiree or LTD health benefits Your Benefits Resources™ www.ybr.com/aetna		
 Medical and dental deductions (billing) 			
 Report if your eligibility for Medicare has changed 			
 Report the death of a retiree/spouse 			

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
 Medical How your medical plan works Dependent information ID cards Payment of medical claims 	Use the phone number of the plan you are enrolled in: Aetna One® Premier Service Center Pre-Medicare Plans and Aetna Traditional Choice® Indemnity Plan 1-800-558-0860	8 a.m. – 6 p.m. (your local time)	Have your member ID card handy when you call.
 Find preferred providers/facilities Coordination of supplemental plans with your Aetna medical plan How to access your Health Savings Account (HSA) 	Aetna Medicare Member Services Aetna Medicare Plan (PPO/PPO with ESA) 1-888-97-AETNA (1-888-972-3862)	8 a.m. – 5 p.m. ET	
 Check provider acceptance of Aetna Medicare Open plans 	PayFlex Member Services 1-888-678-8242	7 a.m. – 7 p.m. CT, Monday – Friday 9 a.m. – 2 p.m. CT, Saturday	
	Aetna Navigator [®] www.aetna.com		Have your user ID and password handy when you use the website.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
Prescription Drugs • Rx coverage questions	Use the phone number of the plan you are enrolled in:		Have your member ID card handy when you call.
 Formulary questions (what drugs are and are not covered) Medicare Part D coverage Specialty drug coverage (what drugs are covered) Payment of Rx claims Denial of Rx claims 	Aetna One Premier Service Center Pre-Medicare Plans and Aetna Traditional Choice Indemnity Plan 1-800-558-0860 Aetna Medicare Member Services Aetna Medicare Rx® Plus (PDP) and Aetna Medicare Rx® Standard (PDP) 1-888-97-AETNA (1-888-972-3862)	8 a.m. – 6 p.m. (your local time) 8 a.m. – 5 p.m. ET	
	Aetna Navigator www.aetna.com		Have your user ID and password handy when you use the website.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
 Mail-Order Drugs How mail-order delivery works Receive up to a 90-day supply of certain drugs directly at your home address Order refills by mail, over the phone or online if you pay by check or credit card If you need to submit a new order for mail-order prescription drugs (as a first-time or returning user), call the Member 	Aetna Rx Home Delivery® 1-888-792-3862 Aetna Navigator www.aetna.com	7 a.m. – 11 p.m. ET, Monday – Friday 8 a.m. – 9:30 p.m. ET, Saturday 8 a.m. – 6 p.m. ET, Sunday Note: Pharmacists are available 24 hours a day, 7 days a week, to answer questions and provide emergency assistance.	Have your prescription number available when you call to reorder. Have your user ID and password handy when you use the website.
Services number on your ID card and request a mail-order pharmacy order form			you use the website.
Self-Injectable Drugs and Specialty Medications • Dedicated team of patient care coordinators, pharmacists and registered nurses are available to address all therapy support needs • Clinical representatives are also available 24 hours a day, 7 days a week to provide assistance	Aetna Specialty Pharmacy 1-866-782-ASRX (1-866-782-2779) TDD: 1-877-833-2779	8 a.m. – 7 p.m. ET	Have your member ID card handy when you call.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
DentalHow your dental plan worksID cardsFind a preferred provider	Aetna One Premier Service Center 1-800-558-0860 Aetna Navigator www.aetna.com	8 a.m. – 6 p.m. (your local time)	Have your member ID card handy when you call. Have your user ID and password handy when
Payment of dental claimsDenial of dental claims	www.aetiia.com		you use the website.
Life Insurance Confirmation of life insurance coverage Add or change a beneficiary Beneficiary information Report the death of a retiree	Aetna HR Contact Center 1-800-AETNA-HR (1-800-238-6247) Select the prompt for Retiree or LTD health benefits Your Benefits Resources www.ybr.com/aetna	8 a.m. – 8 p.m. ET	Have your user ID and password handy when you call or use the website.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
 Aetna 401(k) Plan Check 401(k) account balance Manage investments (change elections, transfer funds, reallocate balances and rebalance account) Change beneficiary Withdraw money from the plan Repay loans and check outstanding balance Initiate rollovers Tools and forms available online 	Voya International 1-800-AETNA-HR (1-800-238-6247) Select the prompt for the Aetna 401(k) Plan https://aetna.voyaplans.com	9 a.m. – 5 p.m. ET	Have your Social Security number and Voya Financial PIN handy when you call or use the website.
 Pension General information about Aetna's pension plan Commence your pension Validate/change beneficiary Payment/direct deposit information Deductions from pension check Change tax withholding Update your personal information/mailing address Request materials (forms, plan documents) Report the death of a retiree/spouse 	Aetna HR Contact Center 1-800-AETNA-HR (1-800-238-6247) Select the prompt for pension information Your Benefits Resources www.ybr.com/aetna	8 a.m. – 8 p.m. ET	Have your user ID and password handy when you call or use the website.

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
Stock Options, Equity-Based Awards and ESPP Shares • View stock options, stock appreciation rights, restricted stock units and Employee Stock Purchase Program shares (including grant expiration dates) online • Transact shares • History for tax reporting purposes • 1099 information • Online modeling, reports and statements available	UBS Financial Services 1-800-AETNA-HR (1-800-238-6247) Select the prompts for stock options, or Call UBS OneSource directly at: 1-888-793-7631 (toll-free) or 1-201-352-4119 TTY: 1-877-352-3595 or 1-201-272-7195 www.ubs.com/onesource/aet	7 a.m. – 11 p.m. ET	Have your Social Security number and participant ID handy when you call. You also will be asked to answer two security questions. For the website: log-in ID is your Social Security number (without hyphens); PIN is the last four digits of your Social Security number (until you change it).
Long-Term Care Insurance (LTCI) For questions about a long-term care plan	Long-Term Care For questions about a LTC plan purchased from Prudential: 1-800-732-0416 For questions about a LTC plan purchased from Aetna: 1-800-537-8521 For questions about a LTC plan purchased from Genworth: 1-800-416-3624	8 a.m. – 6 p.m. ET 9 a.m. – 7 p.m. ET 7 a.m. – 7 p.m. CT	

For information about	Call/Online resource	Call weekdays (except as noted below) between	Information/ PIN required
Life Insurance/ Pre-retirement • Career agents life	Aetna Life Service Center 1-800-523-5065	8 a.m. – 7 p.m. ET	Have your Social Security number handy when you call.
insuranceConverted/ported coveragePaid-up life insurance	Ported Supplemental Term Life 1-800-826-7448		
Aetna FoundationAetna Employee Giving CampaignEmployee and retiree giving programs	Contact CyberGrants: 1-888-254-4059 https://www.cybergrants.com/aetna/aero Select "Need Support?" and then select "I still have a question."	8 a.m. – 8 p.m. ET	Aetna employee ID number, hire date, termination date, date of birth

Other helpful information, tools and resources

Resource	Call/Online resource	Information/PIN required
Aetna Informed Health® Line Gives plan members access to registered nurses, 24 hours a day, 7 days a week	1-800-556-1555	
Aetna InteliHealth® Wealth of health and fitness information available to you 24 hours a day	www.intelihealth.com	
Aetna Navigator Online tool to help you manage your Aetna medical, dental and Rx plan, including: • Find a doctor, pharmacy or facility • Review claims • Order medications • Coverage & Benefits - Price-A-Drug SM - Estimate the cost of care	www.aetna.com	Have your user ID and password handy when you use the website.
Claim Appeals Medical and dental benefit appeals Appeals of self-insured medical and dental claim denials are reviewed by Aetna Life Insurance Company. For insured benefits, appeals are reviewed by the applicable insurance carrier.	Call the Member Services number on your ID card for the appeals address.	
All other claim appeals	Address other claim appeals to: ERISA Appeals Committee, REAG c/o Aetna Corporate Compensation and Benefits 151 Farmington Avenue Hartford, CT 06156	

Resource	Call/Online resource	Information/PIN required
Dental Plan Selection Tool Compare options for dental plans	www.ybr.com/aetna	Have your user ID and password handy when you use the website.
DocFind® Search for doctors, dentists, pharmacies, hospitals, facilities and other health care professionals by inputting information such as your ZIP code, city or county and selecting the name of your Aetna plan.	www.aetna.com/docfind	
Medicare* General information about Medicare, 24 hours a day, 7 days a week * Please contact Aetna Medicare Member Services first for an issue related to your Aetna	1-800-633-4227 www.medicare.gov	Have your user ID and password handy when you use the website.
Medicare plans.		
Social Security General information about Social Security	1-800-772-1213 TTY: 1-800-325-0778 www.socialsecurity.gov	
Social Security Handbook	www.socialsecurity.gov Type "Social Security Handbook" in the search bar, then choose the "Social Security Handbook" link.	

Quick guide to calling 1-800-AETNA-HR (1-800-238-6247) weekdays, 8 a.m. to 8 p.m. ET

You can contact the Aetna HR Contact Center via WebChat. Simply click on the WebChat icon from the Aetna Retiree Connection website at www.ybr/aetna to start a chat session with a trained representative. This is a convenient way to get your questions answered quickly. You will not be able to enroll through WebChat.

Note: To access Aetna Member Services for detailed plan questions or claim information for medical, prescription or dental plans, you must call the number on the back of your ID card.



Welcome to Aetna's HR Contact Center. Your call may be recorded for quality assurance.

Please listen carefully, as the menu options have changed.

Please visit our website, **www.ybr.com/aetna** for your HR information needs.

For the Aetna 401(k) Plan, press 1.

For pension or retiree and LTD health benefits, **press 2**.

For short-term or long-term disability claims or family and medical leave job protection inquiries, **press 3**.

For employment verification, **press 4**.

For Aetna's stock option program or Employee Stock Purchase Plan, **press 5**.

For Aetna's Ergonomics Unit or to report or follow up on a work-related injury, **press 6**.

For Aetna's Employee Tuition Assistance Program, **press 7**.

For all other HR inquiries, **press 8**.

To repeat this menu, press 9.

Speak or use the keypad to enter the last four digits of your Social Security number.

Speak or use the keypad to enter your date of birth.

Speak or use the keypad to enteryour home ZIP code.

To help direct your call, please say one of the following:

"Health and Insurance"

"Wellness"

"Pension"

"Initiate retirement"

"HR and Payroll"

"Report a death"

"Technical Computer issues"

"Start over" to repeat menu

Enter password on keypad