Voluntary Hospital House Staff Benefits Plan

Dear House Staff Officers,

Congratulations! The Voluntary Hospitals House Staff Benefits Plan is pleased to inform you that effective January 1, 2023 you have a new Supplemental Mental Health benefit directly reimbursed by the CIR Benefits Office. Adding this supplemental mental health benefit will alleviate that out-of-pocket expense to residents and their eligible dependents.

You must be participating on the employer's payroll at the time that expenses are incurred. The mental health benefit will be reimbursed at 100% of your out-of-pocket expenses, including copayments, coinsurance, and/or deductible charges, not to exceed $200 per office visit.

In no instance will the VHHSBP reimburse you more than what you are responsible for in copayments, coinsurance or deductible charges. In addition, in no instance will the maximum benefit per person per Plan Year exceed $5,000. To receive reimbursement, attach the Explanation of Benefits (EOB) received from your medical carrier along with a receipt showing proof of payment. Any remaining funds at the end of the Plan Year will not be rolled over into the next Plan Year.

For more information about the Supplemental Mental Health benefit please visit the Children's National Medical Center page on the CIR Benefits website.

Member Portal Registration Instructions

FIRST TIME registering for the **Member Portal**, please **click on Register** and follow these instructions below:

User Details- Enter the following criterions to register:
Enter **Member ID** (starting with 900) or **Last 4 of SSN**
Enter **First Name,** then **Last Name**
Enter **Date of Birth** (slashes not necessary)
Click **Next**
System navigates to **Create Your Password** step
Create New Password and **Confirm** Password
Select terms and accept the terms and conditions
Terms and Conditions box will appear
Click **Submit**
Click **Next**

Click **Send** Authorization code button
Sent to user registered primary email ID
Enter code (did not receive code, check box to skip email verification)
Click **Finish**

The system will display a confirmation message and navigate to the login page. You will receive a welcome email to the registered email address on file.
Logging in After Registration:
ALREADY REGISTERED for the **Member Portal?** Please **click on Login** and follow these instructions below:

Click on the **Login (top right) -> The Member Portal Login section appears**
Enter **User Name and Password** (created during registration)
Verification email will appear if skipped during registration
Click send Authentication code

Click “I already have a code”
Enter code sent via registered email address
No code, request new code

Click **Submit**

Communications details will appear if first time logging into Member Portal:
Update address/contact information if required.
Click **Submit**
System updates address information on member record

To submit for reimbursements, please see steps below
Top menu Click **My Benefits**
Then **Submit Claim** left of page
Select Reimbursement Type (employer will populate)
Then Click **Load**

Read the claim submission rules and instructions then Click **Continue**
System will display the Claim Form
Enter all required information and attach proofs (supporting documents) as required
Click **Submit**
Reimbursement claims will be submitted to the Benefit Funds Office. To view status of you claim please select **Reimbursement Claims** left of page
You will receive an email confirmation of your submission.

Sincerely,
CIR Benefit Funds

10-27 46th Avenue, Suite 300-2, Long Island City NY 11101
Phone: (212) 356-8180 Fax: (212) 356-8181 benefits@cirbenefitfunds.org https://www.cirseiu.org

If you believe you received this message in error or wish to no longer receive email from us, please
(Unsubscribing is not supported in previews).