



# IT'S BENEFIT OPEN ENROLLMENT TIME!

**Grady Management, Inc.**  
**Northern Division**

## WHAT'S HAPPENING IN 2021

- **Medical/Rx/Vision—CareFirst**
  - BlueChoice HMO
  - BlueChoice HMO Open Access
- **Dental—MetLife**
  - Dental PPO
- **Life and Disability—Symetra**
  - Company-paid Basic Life and AD&D
  - Company-paid Long-Term Disability

### Open Enrollment Questions?

Please be sure to view the Employee Portal on the GMI website at [www.GradyMgt.com](http://www.GradyMgt.com) for more information regarding Open Enrollment.

### Contact Laura Segal

- By phone:
  - 301-495-1967
  - Or 1-800-544-7239 (toll-free)
- By email:
  - [Laura.Segal@GradyMgt.com](mailto:Laura.Segal@GradyMgt.com)
- Address:
  - 8630 Fenton St., Suite 625  
Silver Spring, MD 20910

*Open Enrollment is*

## OCTOBER 21–NOVEMBER 4

Open Enrollment is an important time to review your current benefits, assess your coverage needs, and make benefit plan elections for both you and your dependents. The benefit elections you choose will be effective December 1, 2020 and will remain in effect through November 30, 2021 unless you experience a qualifying change-in-status event and choose to make a change to your elections at that time.

There are no changes to the current carriers or plans for the coming plan year! Please review the attached rate schedule for the employee contributions this plan year.

### ACTION REQUIRED

To complete the Open Enrollment process, all benefits-eligible employees are required to return **one** of the two forms listed below:

- **No Changes:** to simplify the process for those of you who do not wish to make any changes to your current elections, please complete the green Open Enrollment Acknowledgement Form.

**OR**

- **Making Changes?:** return the Employee Election Form indicating your selections for both health and dental options and complete information for you and your dependents, including PCP information if electing health coverage. This form must be completed in full.

In addition to electing your benefits, please review your personal information in ADP and request life insurance and/or 401(k) beneficiary forms from HR if you need to update your beneficiaries on file.

### How to Enroll

Completed forms should be sent to Laura Segal, in Human Resources, at [Laura.Segal@gradymgt.com](mailto:Laura.Segal@gradymgt.com) or fax them to **301-587-0059** no later than **November 4, 2020**.



### REMINDER!

**All employees will participate in the 2020 Open Enrollment!**

The tasks below should be completed by the close of Open Enrollment (11:59 p.m. ET 11/4):

- Elect new or change current benefit selections
- Use ADP Self-Service to verify all personal information is up-to-date and accurate (name, phone number, address)
- Use ADP Self-Service to verify all emergency contact information is up-to-date and accurate
- Update beneficiary information and designations as needed