

Your Toolkit for 2022 Annual Enrollment



Benefit Updates for 2022

With Annual Enrollment around the corner, this document provides advance information about the changes for 2022 Hitachi Benefit Pool (HBP) benefits. Employees may ask questions, so please review these materials carefully.

Benefit Updates

This year, there aren't significant changes to HBP benefits, but there are a few updates to understand.

- **Anthem maintains a national PPO Network (BlueCard PPO) for employees in all states except for employees who are enrolled in the Traditional Plans (Traditional PPO) or live in Florida, Georgia, and New Hampshire.** Please see the networks for employees who live in those states in the chart below:

State	Network Name
FL	Network Blue POS
GA	Blue Open Access POS
NH	BlueChoice Open Access POS
Other 47 States	Blue Card PPO Network

- **For 2021, the IRS increased contribution limits for the Health Care Flexible Spending Account (FSA) and Limited Purpose FSA to \$2,750.** We will provide 2022 FSA limits when they are announced by the IRS.
- **The IRS increased contribution limits for the Health Savings Account (HSA):** \$3,650 for employee only and \$7,300 for all other CDHP coverage levels.
- **Rethink Family Wellbeing** has an added benefit for 2022 that can help you learn the basics of a mindfulness and meditation practice to unlock more focus, calmness, and happiness and to help you manage stressful times.
- This year, we will be changing the administrator of our commuter benefits from Discovery Benefits to **MyChoice Accounts**. MyChoice Accounts will provide you with a single login to manage both your commuter benefits and your FSA.
- **Updates to support programs from Hinge Health**
 - **Hinge Health** is an exercise therapy program designed not only to address pain issues anywhere in the body from your neck to your feet, but to prevent pain issues from arising in the first place. The Hinge program is convenient and, since it can be done anywhere and at any time, fits your schedule. The program includes personalized exercise therapy designed to improve strength and mobility through short 15-minute sessions. For 2022, Hinge has added programs that can help you recover from a recent or past injury, prepare for and recover from surgery, and keep your joints healthy and pain free. All Hinge services are available at no cost to you. There is no need to enroll — you are automatically covered if you are enrolled in an Anthem medical plan.



Dependent Verification Requirements

Group Companies will require employees who enroll newly eligible dependent family members to verify eligibility of those family members, based on the HBP's eligibility rules. Employees needing to provide documentation supporting eligibility for enrolled family members must do so no later than **December 10, 2022** to guarantee their medical ID card is received by January 1. **You will not be required to reverify those dependents already approved for coverage.**

The following table summarizes the required documentation:

If newly enrolling this family member:	These documents are required:
Your legal spouse	Certified marriage certificate showing date of marriage, or most recent tax return
Your domestic partner	Declaration of Domestic Partnership form
Your natural child	Birth certificate
Your stepchild	Marriage certificate or most recent tax return and birth certificate showing spouse / domestic partner as parent
A child of your domestic partner	Declaration of Domestic Partnership form and birth certificate showing domestic partner as parent
A child in your care for whom you or your spouse have been appointed Legal Guardianship	Legal court documents that define appointment details
Your child under a Qualified Medical Child Support Order (QMCSO)	Qualified Medical Child Support Order (QMCSO) and government-issued birth certificate
A child you have legally adopted or who has been placed with you for adoption	Adoption certificate or certificate of adoption placement pending final adoption
A disabled child	Social Security Administration income statement or disabled dependent documentation that shows total incapacity prior to age 26

Annual Enrollment Overview

Annual Enrollment for 2022 will occur in a series of “windows” across Group Companies:

- **Window 1: October 20-November 17**
- **Window 2: October 27-November 10**
- **Window 3: November 3-November 17**

This is the once-a-year opportunity for employees to make updates to their HBP benefits, unless they experience a Qualified Life Event (QLE), like marriage or the birth of a child.

If you were part of the HBP during the 2021 Plan Year, most elections will carry forward to the 2022 plan year for employees who do not take action during Annual Enrollment. The two exceptions are the FSA and HSA. These elections do not carry forward from year to year. Employees who wish to contribute to one of these accounts will need to take action during Annual Enrollment.

If you are new to the HBP, your employees will need to make an active election for all of their benefits. If your group company removed a benefit plan offering for 2022, employees wishing to continue coverage will need to make a new plan selection for 2022.

Three Ways to Enroll

1.

On the HBP benefits website, hitachi.us/benefitpool. For those registering for the first time, the Company Key is **hitachi** (case-sensitive). Those needing to reset their password can click **“Forgot your user name or password?”** under the **Login** button.

2.

With the MyChoice® Mobile App. To get the Mobile App, employees can log in to **hitachi.us/benefitpool** and get the access code for activation.

3.

**By calling the Hitachi Benefit Pool Service Center
[\(844\) 318-3274](tel:8443183274)
Monday – Friday
7:00 AM - 7:00 PM CT**

Your Role

- **Announce Annual Enrollment** — You may use the editable posters the HBP provides to include the date/time/location of your events. Leverage the Annual Enrollment presentation to communicate important AE news. The posters will be made available within the Admin Toolkit on the HBP site.
- **Be aware of emails/flyers for AE announcement and reminders**
 - **Before Annual Enrollment:** Annual Enrollment is Coming email/flyer. This email will announce Annual Enrollment dates and provide instructions for enrolling. Alert employees of the validity of this and other upcoming emails and encourage them to explore the HBP site to learn all about what is new and changing for 2022.
 - **AE Day 1: Annual Enrollment is Here email/flyer:** Distribute provided flyers to employees without email access. Encourage employees to explore the HBP site to learn all about what is new and changing for 2022.
 - **5 Days Before AE Ends:** Run a utilization report to view employees who have either not begun, or have not finished enrolling. Distribute provided flyers to employees without email access and those with email addresses on file will receive a reminder email.
 - **2 Days Before AE Ends:** Run a utilization report to view employees who have either not begun, or have not finished enrolling. Distribute provided flyers to employees without email access and those with email addresses on file will receive a reminder email.
 - **Last Day of AE: Reminder email/flyer:** Run a utilization report to view employees who have either not begun, or have not finished enrolling. Distribute provided flyers to employees without email access and those with email addresses on file will receive a reminder email.

How to Run a Utilization Report

From the HBP website, click on **Reports** from the menu at the top of your screen, then choose **Open Enrollment Status**.

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Company Benefits Employees Administration Reports

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Administration - Reports

Dashboard Standard Reports Custom Reports Build a Report Scheduled Reports

Report Type: Open Enrollment Status Profile: Please Select One Delete

Description
Use this report to review the Annual/Open Enrollment status for each employee. The fields included are: SSN, Last Name, First Name, Email, Group Structure, Input, Latest Enrollment Status, If a DV Transaction is pending, Has Approved Transaction, Date of Hire, Benefit Status.
Input value of "member" reflects the employee completed the transaction. Input value of "manual" reflects a benefits administrator completed the transaction.

Available Groups (766) Type Here to Search Q

Generate the report by doing the following:

1. Select the appropriate structures
2. Click the down arrow to assign them to the report
3. Populate the AE Open date
4. Generate the report

From Date
Enter the Open/Annual Enrollment start date. The most recent open/annual enrollment transaction status will be reported.

From: [Date Picker] (MM/DD/YYYY)

Format: Excel View

Generate Report Save Profile Save and Schedule

Note: Your report will be generated off-line and you will be notified by e-mail when it has completed. (edit e-mail)
Completed reports are available via the "Dashboard" link above.