

Positive Enrolment and Drug Card Program

For Eligible OPSEU-Represented Employees with WIN Access



As a result of the 2005 collective agreement with the Ontario Public Service Employees Union (OPSEU), the employer has agreed to provide eligible OPSEU-represented employees with a drug card no later than November 1, 2006.

Eligible OPSEU-represented employees

Eligible employees include full-time classified, full-time seasonal employees and regular part-time civil servants who elect to participate in the government's health benefit plans.

Positive enrolment

The drug card will provide for direct payment of applicable drug costs at the point of purchase and eliminate the need to submit claims to the insurance carrier.

Single coverage:

Please note that if you have single coverage (i.e. no dependants), you do not have to input any information online. A drug card will be automatically provided to you.

Family coverage:

If you have family coverage, you will have to enrol your dependants online in all health benefit plans starting **September 1, 2006**.

This process, known as positive enrolment, will help implement the drug card program and, in future, allow you to manage your own benefit changes online. It supports the government's goal to modernize business processes and make it easier for public servants to access internal services.

Positive enrolment will take place over a period of four weeks – from September 1 to September 30, 2006 – and will require you to use the Workforce Information Network (WIN) system.

It is important that you become aware of requirements for this process and are ready to enrol your dependants as soon as possible starting September 1, so you do not experience unnecessary delays with health benefit claims later on.

Next steps

You need to check your personal information on WIN as soon as possible and make sure that your home address is current so that the drug card can be mailed to the right address.

Detailed information to help you get ready for positive enrolment in September will be provided over the next few weeks in a variety of ways, including e-mails, links to appropriate websites, articles on MyOPS and topical, and WIN notifications.

For more details, please read the questions and answers below.

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QUESTIONS AND ANSWERS ABOUT POSITIVE ENROLMENT

I'm currently on temporary assignment. Although my home position is with OPSEU, my temporary assignment is with a different bargaining group. Can I still get a drug card?

Yes. Even though you are on a temporary assignment, benefits flow from your home position and you'll be eligible to receive a drug card.

What will you do with the information I provide?

OSS is committed to protecting the privacy of your personal information. The personal information you submit online will be collected and used by Ontario Shared Services (OSS) to provide health benefits, including a drug card, and for benefits administration. This information will also be disclosed to the insurance carrier for the same purpose.

The information is required to ensure your eligibility for the benefit, that the payment of claims is correct, to respond to your questions and for audit purposes. In completing the online enrolment, you are indicating your consent to the collection, use and disclosure of this personal information.

Finally, all transmissions of personal information to the insurance carrier are encrypted.

Doesn't the insurance company already have that information?

Currently the insurer pays claims for you and your dependants based on the information you provide when you submit a claim. The insurer has maintained a record of dependent names that you have submitted. However, some dependent names may not have been submitted because you have not incurred claim expenses for them to date.

Also, the OPS and the insurer wish to ensure that you have the opportunity to identify and confirm enrolment for all of your eligible dependants. Eligible claims for these dependants will be paid promptly without any need to contact you for validation.

What happens if I do not enrol my dependants?

If you don't, they will not be eligible for coverage under the drug card program and you will be required to pay up front for their drug purchases.

You may also experience delays or difficulties with your other health insurance claims if the insurer is required to request confirmation about your dependants. Remember that the positive enrolment data you provide will replace information that the insurer may have collected based on your past claims.

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Is it safe to provide personal information online?

Yes. The information you provide online will only be forwarded to the insurance carrier for the purpose of issuing drug cards to eligible OPSEU-represented employees and paying claims.

I have a spouse and four dependant children. How many cards will I receive?

The insurance carrier will issue a card to you and a second card to your spouse. Cards will also be issued for dependent children who are 21 to 25 years of age and full-time students. If your dependent children are full-time students but below 21 years of age, you will have to request a card for them. All cards will carry your name.

Will I have to pay anything at the drugstore?

The drug card will provide for direct payment of prescription drugs, subject to the plan limitations, at the point of purchase. However, you will still have to pay the portion of the drug cost that the insurance doesn't cover and any applicable deductible.

Can I use my drug card for medical costs other than drugs?

No. You cannot use your card for other medical costs, such as vision aids, dental work or hospital coverage. You will still have to submit claims to your insurance carrier for medical costs other than prescription drugs.

I am an eligible OPSEU-represented employee but I'll be on a leave of absence for six months starting August 1. How do I get my drug card?

You should contact Ontario Shared Services (OSS) as soon as possible, at 416-326-9300 in the GTA; or toll-free at 1-866-979-9300 outside the GTA. Or e-mail at askoss@mgs.gov.on.ca, or TTY/Teletypewriter: 416-327-3851.

If you send an e-mail, please make sure you indicate "OPSEU Positive Enrolment" in the subject line and provide a contact number and return e-mail address where we can reach you.

In the meantime, you should make sure that your personal information including your home address on WIN is up to date.

I'll be moving by the end of October. If I have to enrol in September, which address should I provide to make sure I receive the drug card?

If you do not know the new address, make sure that Canada Post forwards all mail sent to you at your former address to your new address. As soon as you know the new address, you should update your personal information on WIN.

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What if I have a question about positive enrolment?

We will provide more specific information about positive enrolment over the next few weeks. For general information about the drug card program, you can contact OSS at 416-326-9300 in the GTA; or toll-free at 1-866-979-9300 outside the GTA.

Or e-mail at askoss@mgs.gov.on.ca, or TTY/Teletypewriter: 416-327-3851.

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