



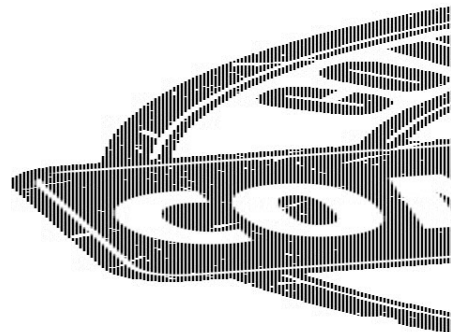
IPBC NEWSLETTER - September 2025



January 1, 2026 Open Enrollment

Are you a 1/1 Open Enrollment Group? Then you need to read the attached document and make notes of the dates. All open PlanSource transactions must be completed before the data rollover date and all open enrollment changes for 1/1/26 must be made within the window noted in the timeline.

[January 1, 2026 Open Enrollment Timeline.](#)



Benistar Roll-Out

At the March, 2025 All Member Meeting, the Board of Directors approved the implementation of Benistar plans for over 65 retirees effective 1/1/26. We wanted to send a reminder that these plans will be rolling out to all IPBC members..

We will have more information in the mid-month Vendor Newsletter and full details after that. In the meantime, you can review the agenda item from March Board of Directors meeting [here](#).

IMPORTANT REMINDERS - PLEASE READ!

Auditing Employees

We have seen an increase in avoidable coverage error requests recently. It is very important that IPBC Member Groups audit their covered employees in PlanSource for accuracy. All terms, new hires and new dependents should be processed in a timely manner to ensure your data (and therefore billing) is accurate in PlanSource.

A good practice is to review the preview invoices that come out on the 18th of every month. If there was a term, or new hire, or new dependent and it is not accounted for, you have the ability to make modifications before the final invoice posts on the 25th.

By reviewing your data periodically in PlanSource, you make sure our billing is accurate and your employees are covered appropriately.

Sending Personal Information via Email

Recently, we have seen an uptick in IPBC Member Groups sending SSN via unsecured email to IPBC and Service Team staff. Personal information should **NEVER** be sent via unsecured email. If you do not have the ability to send a secure email, reach out to IPBC or Service Team Staff and ask for a secure email to be sent.

Its always best to err on the side of caution with employee information. Think to yourself - if it was your information that was being shared, would you be comfortable with it being shared unsecured? If you aren't sure if the information is PHI, just reach out to your Service Team Rep and they will provide guidance.

Use of Dummy SSN

Please remember when entering new employees or dependents, you should **NEVER** enter a dummy SSN. The use of dummy SSNs cause serious issues on the carrier side and negatively impact coverage. Please note that there is an additional window of time built into PlanSource for newborns to enter SSN.

Upcoming Governance Meetings



Information on upcoming governance meetings is below - watch the video to the left to learn why its important to attend IPBC meetings!

9/9/25, 9:30 AM	Operations Committee	Held via Teams Meeting, link will be available on the <u>agenda</u> a few days prior to meeting
9/11/25, 9:30 AM	Finance Committee	Held via Teams Meeting, link will be available on the <u>agenda</u> a few days prior to meeting
9/18/25, 9:30 AM	Member Update Meeting (this meeting is for the membership to learn about what the Executive Board will vote on the following week)	Held via Team Webinar, <u>Register Here</u>

9/25/25, 9:30 AM	Executive Board	Held via Teams Meeting, link will be available on the agenda a few days prior to meeting
TBD (October) - Meeting originally scheduled for 10/7 but it needs to be re-scheduled	Membership Meeting	Held via Teams Meeting, link will be available on the agenda a few days prior to meeting
10/17/25, 9:00 AM	Benefit Consulting Staffing Taskforce	Location & Meeting Info coming soon - learn more here

IPBC Programs

- [Wellness Program Updates](#)
- [Member Responsibilities](#)

Other Links

- [IPBC Forms](#)
- [Monthly Reporting](#)
- [Communication Guide Q&A](#)
- [Member Group Contact Updates](#)

The IPBC Monthly Newsletter is geared towards IPBC member groups HR, Administrative and Finance Staff that are responsible for management of their IPBC benefit plans.

Want to receive vendor/carrier updates? We have a separate Vendor Update Newsletter that is sent out mid-month. To join that mailing list, [click here](#).

ipbchealth.org



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