



# Department of Administration

## Office of Group Insurance



### Dependent Eligibility Verification

Dear State Employee:

We are in the final days of the Dependent Eligibility Verification program. If you have already received notice from HMS Employer Solutions that your dependents are verified please disregard this memo.

If you have not and you have dependents enrolled in one of the State of Idaho medical plans as of May 2014, **you must provide the requested eligibility verification documents to HMS Employer Solutions by July 23, 2014 or your dependents could lose their medical coverage.**

#### Here is what you need to do:

**Step 1:** Collect documents for each dependent enrolled in one of the State of Idaho medical plans. These may include birth certificates, marriage certificates and other documentation that verifies your dependent is eligible.

**Step 2:** Follow the instructions on the letter sent from HMS Employer Solutions. A copy can be found by logging into [www.auditos.com](http://www.auditos.com). If you do not have your reference number please click "**I lost my reference number**" and enter the requested information.

**Step 3:** Submit the documentation to HMS Employer Solutions by one of the following methods:

- **Secure document upload** through the "Upload Documents" page of the website: <https://my.auditos.com/documents>
- **Fax** the completed letter and copies of verification documents to HMS Employer Solutions toll-free fax number: (877) 223-8478. Documents may be faxed 24 hours a day, seven days a week.

**Step 4:** Check the status of your verification through the "My Account" page of the website: <https://myauditos.com/account/dependents>.

For questions regarding this process, call HMS Employer Solutions at (877) 862-8240.

**Do not provide this documentation to your Human Resource Office or the Office of Group Insurance** as we do not have the ability to handle your sensitive documents and cannot guarantee your dependents will be verified.

Thank you for your patience and assistance in this process. It is an important step to the State's ability to continue providing affordable medical coverage for State employees and their eligible dependents.

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