

November 23, 2018

To: NPO Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Support Services Manager, Employee Benefits

Re: NEW! Process to Send Copies of Letters to Employers

At the May 24 and May 25, 2018, Employer Education Days, we discussed sending electronic copies of employee letters to employers. This will provide confidential employee information in a faster and more secure way. All letters will be password protected.

Beginning on December 1, 2018, 3sHealth Employee Benefits will email copies of employee letters directly to each employer. This will continue to include the weekly and annual eligibility reports.

The letters being emailed to you are copies of letters mailed to employees that do not require action from the employer. Example: the letter sent to disability claimants reaching their “change of definition” date and notifying them of the GMS Retiree Health & Dental Plan.

3sHealth Employee Benefits Responsibilities:

- Scan, password protect and email letters and eligibility reports to employers.

Employer Responsibilities:

- Review the employee letter when you receive the email from 3sHealth Employee Benefits.
- Contact 3sHealth Employee Benefits if you have questions.
- Watch for an email asking for feedback and let us know how the process is working.

If you have any questions regarding this bulletin, please contact Shiona Buckshaw at shiona.buckshaw@3shealth.ca or 306.347.1715.