To: All benefit eligible Faculty & Staff  
From: JoAnne Williams, Benefits Coordinator  
Date: January 20, 2009  
Subject: Important Benefit Information  

Health Insurance Information:  

Excellus BlueCross BlueShield has changed their mail order pharmacy from Express Scripts to Primemail effective January 1, 2009. If you have current prescription(s) on file with Express Scripts that will require refills in 2009, Express Scripts will automatically transfer this information to Primemail. If you have a new prescription(s) that will need to be filled, a new order form will need to be completed. You can find the order form on the website at www.myprimemail.com.  

Watch for Your New Member ID Card:  

Excellus BlueCross BlueShield will be issuing new cards that are more durable and will replace your paper ID cards. More information regarding your new ID card can be found on the web at www.excellusbcbs.com under news and updates.  

TIAA-CREF retirement:  

The Office of Human Resources is pleased to inform you that our TIAA-CREF representative, Darryl Fiasconaro, will be on campus to conduct individual one-on-one counseling sessions on January 21, February 17, and March 3, 2009.  

If you are interested in signing up for an appointment, follow the steps below:  

1. Sign onto the Web site: www.tiaa-cref.org  
2. Under SERVICES, select meeting & counseling  
3. Click on the link “schedule a meeting or locate a seminar in your area.”  
4. Select a state (New York) and submit.  
5. Scroll down to Utica College and click on the date.  
6. Complete the required information and submit it.  
7. Print a confirmation.