

OSU Athletics Offers Great Discounts and Great Seats for All Faculty and Staff

OSU Athletics offers a discounted Football Season Ticket price for all OSU employees. General Public seating at Boone Pickens Stadium is discounted to \$48 per seat per game. Great seats in the brand new West End Zone are \$42 per ticket per game and \$35 per ticket per game when purchased as a four-pack. Season tickets will reserve a seat for all 7 home games including the much anticipated Bedlam game over Thanksgiving weekend.

Also, all OSU employees and their families are eligible for discounted tickets at \$30/each (regular price \$60) for the home opener. Visit www.ticketmaster.com/osuemployees to get your seats for the home opener in the renovated Boone Pickens Stadium.

Dental and Vision Plans for 2009 Under Review

Dental and vision plan *Requests for Proposals* were sent out for bid. OSU has received five dental and four vision bids. A consultant is currently reviewing the bids to determine if similar benefits at a lower cost are in the market.

More information will be available later.

Training Opportunities

If you plan to attend training seminars, please pre-register to ensure we have adequate space and materials.

August

1	Bridging from Office 2003 to Office 2007
4	Outlook Training
5	Generation What?
5	SIS Training: Introduction and Update
6	Sexual Harassment/Gender Discrimination Policy Training
6	Violence in the Workplace
6&7	FOCUS Training
7	New Employee Orientation
7	AIRS, FRS and Data Requests
11	Publisher Training
11&12	Word Level 1 (Day 1&2)
12	FISH! Philosophy: How to Create a World Famous Attitude
12	Outlook Training
13	Monthly Accounting Reports
13	Respect for Diversity
13	Microsoft Word Formatting
13&14	Access Level 1 (Day 1&2)
14	At Your Service!
18&19	PowerPoint Level 2 (Day 1&2)
19	Bridging from Office 2003 to Office 2007
19&20	Developer Training (Day 1&2)
20	Hiring Without a Hitch
20	OSU Staff Pay Plan
20&21	Excel Level 3 (Day 1&2)
21	Purchasing Card Training
21	Airfare and Lodging Training
25&26	Word Level 2 (Day 1&2)
26	Travel Vouchers
26	Word Mail Merge
27	Information Security Awareness
27&28	Access Level 2 (Day 1&2)
28	Ethics in Research Administration
28	Outlook Training
29	HRS, Time Input and Confirmation
29	Designer Training

For a description of the classes, go to <http://hr.okstate.edu> or call Training Services, (405) 744-5374.



Human Resources

News You Can Use! Important Information for Employees of Oklahoma State University

August 2008

BlueCross BlueShield of Oklahoma's Website for OSU/A&M Employees

BlueCross BlueShield of Oklahoma has created a website especially for OSU/A&M employees, www.bcbsok.com/osu.

The new website is designed to make navigation easier for OSU/A&M employees.

From the front page of the new website, you can:

- Click on *Coverage* and learn more about your benefits;
- Click on *Doctors and Hospitals* and search for doctors and hospitals in your area;
- Login to *Blue Access for Members* (BAM). BAM allows you to access your personal information;
- Check the status of your claims*;
- Sign up for e-mail alerts when a claim is received and processed;
- View up to 18 months of claim payment details;
- Print a temporary ID card or request a new card;
- Locate a pharmacy;
- Search the drug formulary;
- Get information about generic drugs.

Also, from *Blue Access for Members*, you can access the *Personal Health Manager*, which provides health and wellness resources to help you manage your health:

- Set up reminders about medical appointments;
- Learn about your health status and potential health risks by completing a confidential *Health Risk Assessment*;
- Adopt healthier behaviors and stay motivated;
- Get health and wellness questions answered;
- Help identify and understand health symptoms;
- Learn more about health conditions, medications and medical procedures;
- Set up a personal health record;
- Accumulate Blue Points, redeemable for gift cards to retailers.

And more!

* HMO members will be able to check claim status early this fall.

www.bcbsok.com/osu

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

BlueCross BlueShield of Oklahoma Pharmacy Update

BlueCross BlueShield (BCBS) of Oklahoma performed an audit of the BCBS drug plan for the first three months of the 2008 calendar year. Due to a flaw in the system, a number of people were undercharged for their prescriptions. Do not worry; their accounts will not be adjusted. A handful of people were overcharged; those people will receive a refund check in the mail.

In April, Prime Therapeutics took over the administration of the drug plan. If you have refilled a prescription since April and noticed an increase in your co-payment amount, it could be because you were undercharged during the first three months of the year.

Another increase in cost could be due to the doctor writing the prescription for non-preferred brand name drugs; generic and preferred drugs have a lower co-payment. Cost of the drugs may also have increased.

Generic drugs cost you the least out-of-pocket expense. Generic utilization is a way to provide high-quality drugs at a reduced cost. Generic drugs are as safe and effective as their brand name counterparts, but are usually less expensive. Generic drugs are manufactured under the same strict standards of FDA's Good Manufacturing Practice regulations that are required for brand products including batch requirements for identity, strength, purity and

quality.

An FDA-approved generic drug may be substituted for the brand counterpart because it:

- Contains the same active ingredient(s) as the brand drug;
- Is identical in strength, dosage form and route of administration;
- Is therapeutically equivalent and can be expected to have the same clinical effect and safety profile.

In determining the brand or generic classification for covered prescription drugs, BCBS of Oklahoma utilizes the generic/brand status as assigned by a nationally recognized provider of drug product information. The brand/generic classification of a drug might change over time, which usually changes the co-payment level. While the specific brand name drug may not have a generic equivalent, you can also ask your physician about a generic alternative. A generic alternative is a similar drug that your physician might order as a substitute.

By visiting with your physician and carefully reviewing your prescriptions, you can save money. Also, remember maintenance drugs can be filled for 100 doses or a month's supply, whichever is greater.

The prescription drug formulary can be found on the BCBS website at www.bcbsok.com/forms/member_formulary.pdf.

health care plans and can answer your questions.

You may want to note to whom you spoke, and the date, for future reference.

BlueCross BlueShield *Explanation of Benefit* Changes

In an effort to save thousands of trees and thousands of gallons of water every month, BlueCross BlueShield of Oklahoma will no longer print and mail *Explanations of Benefits* (EOBs) that relate to patient share zero liability claims effective July 13, 2008.

Zero liability claims are those claims that are covered and paid for by BCBS of Oklahoma and do not require any additional payment by members. You can still view and download your zero liability claims online through Blue Access for Members at www.bcbsok.com/osu.

Any EOB accompanied by a reimbursement check will be mailed right away. In mid-December 2008, BCBS of Oklahoma will begin to bundle all other EOBs into one envelope and mail them to members on a weekly basis.

HMO Claims Conversion

In early September, HMO members will receive new BlueCross BlueShield Identification Cards and information about expanded services.

HMO members will be able to log in to *Blue Access for Members*, www.bcbsok.com/osu to:

- View claim status online;
- View improved *Explanation of Benefits* forms;
- Participate in weight loss/tobacco cessation programs;
- Order temporary id cards.

New Policy and Procedure 3-0322 Electronic Use of Social Security Numbers

Policy and Procedure 3-0322, *Electronic Use of Social Security Numbers*, applies to all individuals and university units that collect, use, store and transmit Social Security Numbers.

The Information Technology (IT) Information Security Office has the oversight responsibility for the use of Social Security Numbers.

The Policy is available on the web, <http://hr.okstate.edu> - click on *Policies and Procedures*.

EthicsPoint, OSU's Confidential Reporting System

OSU is dedicated to providing all of us with a safe, secure and ethical place to work. Every person at OSU shares in the responsibility for promoting a positive environment.

EthicsPoint, OSU's Confidential Reporting System, provides easy ways to discreetly and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of OSU policies.

The system, built to protect the identity of the reporter, provides a formal mechanism for investigation, follow-up and response.

A link to OSU's Confidential Reporting System is on the Human Resources website at <http://hr.okstate.edu>, or go to www.ethicspoint.com, or telephone toll-free 1-866-294-8692.

Dial 1-877-BLU-OSU1 (1-877-258-6781)

If you have questions about BlueCross BlueShield (BCBS), you can call toll-free, 1-877-BLU-OSU1 (1-877-258-6781) and speak to a BCBS representative. The BCBS representatives are familiar with the OSU