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2022 Open Enrollment Best Practices

By Julie Younce taken from HRMorning, Sep. 28, 2021

These last two years have impacted many business procedures including open enrollment periods. Here are some best practices to make your next open enrollment period run more smoothly.

With many offices restricting the number of employees present, virtual meetings may be a better way to present your open enrollment material. Make sure you have all forms and required documents readily available to the employees to follow along or provide them the information on where to find materials electronically. Decide whether to have one larger virtual meeting (where there will probably be less interaction) or several smaller virtual meetings (where employees may be more comfortable to speak openly).

If your organization decides to hold in-person meetings, make sure all current safety precautions are followed. Provide spacing between chairs, masks, and hand sanitizer. Make sure brokers, agents, and administrators also follow your company's safety protocols.

There is always a lot of information to go over at open enrollment meetings. Keep things short and simple. Explain why coverage is needed, describe the different plans, and compare costs. Outline what forms are needed to be filled out and what the deadline is for submitting them. Ask for questions.

Communication is key. Employees want to understand their healthcare coverage and know where to go for help or questions. Planning ahead for open enrollment and having conversations with your Human Resources department will help prevent misunderstandings down the road. Communicate early, often and clearly.



President's Message

- By Alicia Clingan

What To Do Now That You've Earned Your CEBS?

You've completed the CEBS certification or are in the process of completing the courses to earn this prestigious designation. Now what? Why should you join ISCEBS and your local chapter? For several reasons, but I'm going to focus on Networking.

By joining ISCEBS and the Pacific Northwest Chapter (PNW), you will become affiliated with an elite group of peers - individuals recognized for their demonstrated benefits knowledge. Networking is a great opportunity to exchange best practice knowledge, learn about industry techniques of your peers, and stay abreast of the latest industry developments. A wide network of informed, interconnected contacts means broader access to new and valuable information.

A few of the benefits of membership with ISCEBS and PNW include:

- Today's Headlines - stay informed about your industry
- Information Center - access to extensive resources
- Training and education programs - stay up-to-date
- Networking events - collaborate with your peers

Join now, during mid-year, at \$150 for the remainder of 2022 for ISCEBS membership. Becoming a PNW Chapter member is a minimal additional cost and will provide you with access to regional subject matter and experts to network with.

Happenings

- By Julie Younce

Upcoming events ([see links](#))

- **7/7/22** - (virtual) Employee Benefit Plans Form 5500 and Beyond Update (NY Metro)
- **7/13/22** (virtual) - MetLife Employee Benefit Trend Study (PNW Chapter)
- **8/3/22** (virtual) - Coffee Talk: Open Enrollment Best Practices (PNW Chapter)
- **8/7/22-8/10/22** (in-person) - ISCEBS Symposium: Toronto, Canada ([see more](#))
- **9/2022** (virtual) - Future Healthcare Delivery (Webcast Committee)

Join our Board!

We are currently working on recruiting for our 2023 Board, and our Officer Positions. If you would like to serve on the PNW ISCEBS Board, please contact:

- alicia@isminc.com

Our Board has members from all of our PNW states, including **AK, HI, ID, MT, NV, OR, UT, WA, and WY**. We have a virtual Board meeting each month. Serving on our Board is a great way to connect with other industry experts!



Congratulations! - By Julie Younce

Please join us in congratulating our newest designation holders:

GBA and/or RPA: Kimberly Risch, AK

CEBS: Kimberly Risch, AK

2022 ISCEBS [Hall of Fame](#): Timothy Valencia, WA