

Benefits Administrator Manual

Welcome to Providence Health Plan

Dear Benefits Administrator:

Thank you for choosing Providence Health Plan for your health care benefits. We look forward to serving your company's and your employees' health care needs.

This benefits administrator manual can help you and your employees get the most out of Providence Health Plan benefits. Here you'll find information on a number of health care topics, such as welcoming new employees, enrolling new subscribers and dependents, billing information and special programs for all Providence Health Plan members.

In this manual, we will cover standard policies and procedures for all groups. For information specific to your company's group size and health care benefits, please refer to your contract. Information in your contract supersedes information in this manual.

Providence Health Plan's goal is to provide comprehensive benefits, useful health care information, technically advanced tools and excellent service. If you have any further questions about your group health insurance with Providence Health Plan, please contact your agent or Providence Health Plan account manager.

We appreciate your business and look forward to meeting your needs.

Sincerely,

Your friends at Providence Health Plan



Questions? Call us.

Monday through Friday

8 a.m to 5 p.m., PST

503-574-7500 or 800-878-4445 (toll free)