Benefits Administration Letter

Number: 04-403   **Date: 9/17/04**

Subject: **2004 Federal Employees Health Benefits (FEHB) Program Open Season: Introduction**

DATES

The 2004 Federal Employees Health Benefits (FEHB) Open Season will be held from November 8, 2004 through December 13, 2004.

BALs

As we proceed with our preparation for the 2004 Open Season, we will issue a series of Benefits Administration Letters (BAL) to give you information about ordering open season materials, significant FEHB plan changes for 2005, suggested open season notices for your employees, and other useful information that will enable you to conduct a successful open season at your agency.

AUDIO CASSETTES

The Office of Personnel Management (OPM) will not be involved in the ordering of brochure audiocassette tapes for the visually impaired. Agencies must order these tapes directly from the fee-for-service plans. We will include a list of plan contacts from whom you may order the tapes when we send you the BAL on ordering and distribution.

FEHB GUIDES

As previously stated, agencies may purchase FEHB Guides through a Government Printing Office (GPO) print rider. Please refer to BAL 04-401, dated July 16, 2004 for further instructions.

OPM WEB SITE

All 2005 FEHB Guides, health plan brochures, and the 2005 premium rates will be available on the OPM web site at www.opm.gov/insure/health. The Guides, brochures and text versions suitable for visually impaired will be available in PDF format for downloading and printing. Our web site will contain an interactive tool that will allow you to find the health plans that

service your area and will allow you to make comparisons of the costs, benefits and quality indicators of the plans that interest you.

CONTACTING US

Our Internet email will enable us to answer agencies' open season questions quickly and efficiently. If you have a question about an open season BAL, or any other questions about open season, just direct your question to fehb@opm.gov.

Frank D. Titus
Assistant Director
for Insurance Services