

Commonwealth of Virginia Health Benefits Program

Materials Order Form - Revised March 2011

Allow ten days for delivery of materials.
Please destroy all prior order forms.

Fax Form To: (804) 780-0198

Name	Telephone	Date
Agency Number	Agency Name	
Shipping Address*		

*Orders cannot be delivered to P.O. Box addresses

New Hire/Enrollment Information

Check here if you ordered materials on page 2.

Form #	Item	Quantity	Also available online at:
T20619	COVA Care Blue View Vision & Hearing Summary of Benefits		www.dhrm.virginia.gov , select Employee Benefits, For Employees, COVA Care, General Information, Optional Buy-ups
T20629	Flexible Benefits Sourcebook		www.dhrm.virginia.gov , select Employee Benefits, Flexible Benefits Program
T20771	Eligibility and Active Enrollment Form for Employees		www.dhrm.virginia.gov , select Employee Benefits, Resources for Benefits Administrators, Health Benefits Program Forms, Health Benefits
T20773	Retiree and VSDP/LTD Enrollment Form		www.dhrm.virginia.gov , select Employee Benefits, Resources for Benefits Administrators, Health Benefits Program Forms, Health Benefits
T20774	Extended Coverage/COBRA Change Request	PDF only	www.dhrm.virginia.gov , select Employee Benefits, Resources for Benefits Administrators, Health Benefits Program Forms, Health Benefits

Wellness Programs

Form #	Item	Quantity	Also available online at:
T20772	What's Inside Your Take Care Package Flyer		www.dhrm.virginia.gov , select Employee Benefits, For Employees, COVA Care (or COVA HDHP), Wellness Benefits, Plan Wellness
N/A	Wellness Wallet Card		Not available as PDF.

See page 2 for Plan Information materials.

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Plan Information

Form #	Item	Quantity	Also available online at:
T20649	COVA Care Member Handbook (Current 2009 - new books shipped in June)		www.dhrm.virginia.gov , select Employee Benefits, For Employees, COVA Care
T20586	COVA HDHP Member Handbook		www.dhrm.virginia.gov , select Employee Benefits, For Employees, COVA HDHP
N/A	COVA HDHP Rx Home Delivery Prescription Order Form	Web Only	www.anthem.com/cova , select COVA HDHP under Tools & Information, Prescription Drug Services
EAPTRI-4469	COVA HDHP EAP Brochure		Not available as PDF.
EAPPY-4471	COVA HDHP EAP Payroll Stuffer		Not available as PDF.
T20716	Medicare Coordinating Plans Member Handbook		www.dhrm.virginia.gov , select Employee Benefits, For Medicare Retirees
T20729	Medicare Dental/Vision Benefits Insert		www.dhrm.virginia.gov , select Employee Benefits, For Medicare Retirees
T20764	Medicare Prescription Drug Benefits Insert		www.dhrm.virginia.gov , select Employee Benefits, For Medicare Retirees
110602	Anthem Claim Form		www.anthem.com/cova , select Forms under Tools & Information
N20-06-492	Anthem BlueCard Program Brochure		www.anthem.com/cova , select Special Programs
T20756	COVA CARE Provider Directory		www.anthem.com/cova , select Find a Doctor
T20757	COVA HDHP Provider Directory		www.anthem.com/cova , select Find a Doctor

For **ValueOptions** materials, see the DHRM Web site (www.dhrm.virginia.gov) > HR Community > Benefits Administration > Resources > Materials Order Form for ValueOptions
 For **Delta Dental of Virginia** materials, call Matt Macdonald at 1-800-533-4137, Ext. 8.
 For **Medco** materials, use the Medco Materials Order Form or call 1-800-316-9182.

**For questions about materials ordered on this form, call (804) 354-3904.
 Be sure to fax both pages of the form to (804) 780-0198.**