Parkland

Care. Compassion. Community.

Maternity CHECKLIST

A checklist to help you prepare and provide you with resources that may be useful while on maternity leave. If you enroll in the High Deductible Health Plan (HDHP), you must first meet the deductible before you can qualify for the Maternity Care program through Cigna.

BECOMING A PARENT

☐ Plan your leave by reviewing OTM procedures 4000-2400 Family & Medical Leave and 4000-2400 Maternity Leave on Policy Manager.

☐ Inform your supervisor/manager within 30 days of when your leave begins.

☐ FMLA: To use FMLA you must be employed 12 months are longer.

- ☐ Contact Sedgwick, leave management administrator, at 844-263-3117.
- ☐ You will receive paperwork from Sedgwick to complete.
- ☐ Sedgwick will notify you and your leader with approval or denial.

PREPARE A SAFE HOME

☐ Ensure crib mattress fits snugly against sides of crib.

☐ Keep garbage in a closet or behind a childproof-locked cabinet door.

☐ Remove toys and mobile once baby can get upright.

☐ Lock up all toxic products and medicines.

☐ Keep your pediatrician's phone number, poison control center and Emergency Department phone numbers handy.

MATERNITY CARE PROGRAM

☐ Enroll *and* participate in the Maternity Care program through Cigna.

- You can self-enroll in this program in your first or second trimester to help reduce your risk of complications and prepare you to have a successful, full-term pregnancy and healthy baby.

☐ You must engage in one-on-one phone calls with a nurse throughout pregnancy. The nurse will:

- Share health tips, call you each trimester and after your baby is born, provide coaching and support and refer you to a case manager if needed.

☐ Receive free books and brochures.

- You will be eligible to receive free books and brochures in the mail about topics like pre-term labor, childbirth, breastfeeding and infant care.

☐ It's completely confidential.

- Cigna takes confidentiality very seriously. Cigna won't share any identifiable, personal health information with Parkland Health.
- Cigna care management programs operate in compliance with all federal and state privacy laws.

WHERE TO GET CARE?

☐ Pre-natal care and delivery at Parkland:

Benefit from the $0 delivery and prenatal visits copay when enrolled and actively participating in the Maternity Care Program through Cigna. You must be enrolled in the Parkland Employee Health Plan, receive your pre-natal care at the Employee Women's Wellness Center (EWWC) and deliver with an EWWC provider at Parkland.

☐ Pre-natal care outside of Parkland and delivery at Parkland:

Enroll and participate in the Maternity Care program through Cigna, use a physician of your choice and deliver at Parkland. If these requirements are met, you will pay a $500 copay for your hospital stay and services.

POST MATERNITY

☐ If you participated in the Maternity Care program, you will have a final call with a Cigna nurse post-delivery regarding your health and current experiences.

☐ If experiencing postpartum depression, receive help by calling the Cigna Health Information Line at 800-247-4433.

Symptoms might include withdrawal, social isolation, mood swings, irritability and difficulty sleeping or eating.

DISABILITY

☐ You may be eligible to receive bi-weekly disability benefits.

☐ Call Sedgwick at 844-263-3117 to discuss eligibility for disability benefits and receive appropriate paperwork.

☐ Complete paperwork and return to Sedgwick for review.

MAKING BENEFITS CHANGES

☐ Add your newborn to your benefits within 31 days of your delivery.

In accordance with federal law, you may change your benefit elections during the year only if you have a life event or employment status change.

☐ Depending on the nature of your status change, you're allowed to add or drop a dependent, or elect to waive coverage through MyParkland (PeopleSoft).

☐ Any changes in coverage must be consistent with your change in life or employment status.

☐ Changes will be effective on the date of the status change. Add your baby to the PEHP within 31 days of delivery.

DEPENDENT VERFICATION

☐ You will be required to submit supporting documentation to prove your relationship to each dependent.

☐ Watch your Parkland email address and mailbox at your home address for details on the two-step dependent eligibility verification process. Do not submit documentation until Impact Interactive sends you a verification request at your home.

☐ Complete the online affidavit about your dependent relationships.

☐ Submit verification documents to confirm your responses.

If you do not complete this process by the deadline, your dependent(s) will be dropped from coverage.

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