

# FAQs Regarding Health Benefits

Dear Team,

We understand that you may have questions regarding the health benefits offered by our organization. Below are some frequently asked questions to help clarify:

## **1. What health benefits are available to staff?**

We offer a comprehensive health plan that includes medical, dental, and vision coverage for all eligible staff members.

## **2. How do I enroll in the health benefits?**

You can enroll during the open enrollment period or within 30 days of your hire date. Please contact HR for further details.

## **3. When does my coverage start?**

Your health benefits coverage will begin on the first day of the month following your enrollment.

## **4. Are dependents covered under the health plan?**

Yes, you can add eligible dependents to your health plan. Please refer to our dependent coverage policy for more information.

## **5. How do I file a claim?**

Claims can be filed online through our health provider's website or by submitting a paper claim form to the claims department.

If you have any additional questions, please do not hesitate to contact the HR department.

Best regards,  
Your HR Team