

2024

# Open Enrollment Employee Checklist

Use this checklist as your guide to make sure you have the benefits you need in 2024



Open Enrollment dates are October 30, 2023 - November 15, 2023  
Elections will be effective January 1, 2024

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Are my preferred doctors and other providers still covered?

Review the provider directory for [Blue Cross](#) and [Harvard Pilgrim](#)

Does my current plan cover my prescription drugs?

Review the formularies for [Blue Cross](#) and [Harvard Pilgrim](#)

Compare tiers - are there differences between these plans?

Are there more affordable options available?

If just you and your spouse are on the plan - could you switch to 2 individual plans?

Children under 12 have preventative dental benefits through our health plans

Are there benefits that can manage my health or save me money?

Consider mail order prescriptions under Blue Cross or Harvard Pilgrim - receive a 90-day supply for a 1-month copay

[BurlingtonScripts](#) provides 90 days of brand name prescriptions for \$0 copay

Diabetes medications & supplies can be obtained for free through the [Good Health Gateway](#)

Does my dental coverage meet my current needs?

Do you need a family plan? Are all members on the plan?

Will you need orthodontic coverage (*only available on the high plan and only for dependents through age 26*)

Will I have any out-of-pocket dependent care expenses?

Daycare, after school care, summer camps, adult day care

Do I expect to have any out-of-pocket medical expenses?

Over-the-counter items, doctor/dental copays, vision care ([Common expenses & worksheet](#))

Does not include expenses covered by your insurance HRA/HSA

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Need to discuss your options? Contact the Benefits Office:  
benefits@burlington.org  
781-270-1623

Your Dependent Care and Flexible Spending Account will NOT roll over - you must re-enroll each year

Your current health and dental elections will roll over into 2024 unless you make changes