

Special points of interest:

- > Information about the H1N1 virus and the seasonal flu vaccine administered here on campus
- > Open Enrollment information
- > Find out why a quick and easy skin check can save your life
- > How to get an estimate on a procedure before going into the hospital
- > Planning for your retirement

H1N1 Virus and the Seasonal Flu Vaccine



The H1N1 virus was first detected in April of 2009 in the United States. The H1N1 virus (sometimes known as the “swine flu”) is contagious and spreads much like the seasonal flu virus by an infected person sneezing, coughing, or touching people or objects that people come into contact with.

Much like the seasonal flu the signs and symptoms of the H1N1 virus are sneezing, coughing, high fever, body and headaches, and in some case vomiting and diarrhea. The symptoms for the H1N1 virus range from mild to severe so if anyone is experiencing these symptoms they should take precautions against spreading

the virus. The University of Richmond has issued a statement to employees pertaining to the spread of the H1N1 virus. If you are experiencing flu like symptoms you should stay at home for at least 24 hours after your fever has subsided without the aid of fever suppressing medication (like Tylenol or Motrin).

To prevent the spread of this virus you should:

- Cover your nose and mouth with a tissue when you cough and sneeze and **throw the tissue away** immediately after use.
- Avoid contact with sick people.
- Avoid touching your nose, mouth, and eyes.

- If you are sick, stay away from others.
- **WASH YOUR HANDS OFTEN!** You should wash your hands with soap and water several times throughout the day. Alcohol based hand sanitizers are good when you are in a pinch, but does not replace hand washing.

This information was obtained from the Center for Disease Control and Prevention (CDC) website. For more detailed information please visit www.cdc.gov/H1N1FLU

The University is offering the seasonal flu shot on campus **September 17th and 21st** in Tyler Haynes Commons.

This flu shot is only \$10 for any employee, spouse or same sex domestic partner, and dependent children over age 18.

Did you Know?

Health Advocate can help you estimate how much a procedure is going to cost before you are billed by your doctor or hospital. Health Advocate has a special tool called the Health Cost Estimator. Benefit eligible employees can call their personal health advocate at 1-866-695-8622 to get more information about this tool and see how it can help them avoid the sticker shock of hospital bills.



Online Open Enrollment



Can you believe it is almost time for our annual open enrollment at U of R?

Open enrollment is the time each year when employees may make changes to their benefit enrollment options, meet with insurance vendors and re-enroll for flexible spending accounts.

This year we are going to roll out **Online Open Enrollment** through Banner Web! In preparation for Online Open Enrollment we recommend that all employees check their dependent listing on Banner Web to make sure all of the information is accurate. If not,

changes should be made now.

Make sure you know how to log into Banner Web! If you need assistance call the Help Desk at 287-6400

More information about Online Open Enrollment will follow!

University of Richmond

For information or questions about this newsletter please contact:

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Benefits Representative
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Don't forget to check your vacation balance on BannerWeb!

Remember: On your anniversary date you are allowed to carry over your annual accrual plus 5 days.

Useful Numbers:

Anthem Healthkeepers (HMO) Customer Service:
804-358-7390

Anthem KeyCare (PPO) Customer Service:
804-358-1551

Anthem Dental Customer Service:
1-800-453-3622

Flores (Flex Spending) Customer Service:
1-800-532-3327

TIAA-CREF Customer Service:
1-800-842-2776

One-on-One Appointment Scheduling:
1-866-842-2044 ext 2620

Anthem EAP

- The EAP is administered through Anthem and allows participants 4 free counseling sessions each calendar year.
- The University extends the Employee Assistance Program (EAP) to **ALL** employees and **anyone in their household**.
- Some of the services the EAP can help out with include:
 - Financial counseling
 - Relationship or marriage counseling
 - Stress management
 - Depression
 - And much more!

Call 1-800-346-5484
Visit online at www.AnthemEAP.com

Flex Spending

As we enter into the last quarter of the year it is a good time to see how you have been budgeting your flex spending account. Take the time to go through your receipts and make sure you do not forfeit any money for 2009.

Remember, you will need to sign up for flex spending during Open Enrollment (held in the first part of November) in order to continue your flex spending account for 2010.

Go Ahead, Grab a Mirror and Check Yourself Out!

Summer is a great time to take part in outdoor activities like going to the pool or beach. We greatly increase our sun exposure during the summer time which increases our chances of sun damage to our skin.

Doing a full body skin check is an important part of a healthy life style. Here are a few reasons to perform a skin check:

- 1 in every 5 Americans will develop skin cancer in their lifetime.
- **Melanoma is the most common cancer in 25-29 year-olds.**
- Melanoma is the second most common form of cancer in adolescents and young adults, ages 15-29.
- Melanomas are increasing faster in 15-29 year-old females than in males.
- Melanoma is highly curable when detected and treated early.

A skin check only takes minutes to do! If you see any irregularities in moles (like a change in shape or color) discuss this with your doctor...it could save your life!

Retirement Planning

Remember that planning for your retirement is extremely important...even if you are 20, 30, or 40 years away from it!

The University' sole record keeper is TIAA-CREF however funds are available through TIAA-CREF, Vanguard, and American

Funds.

Our TIAA-CREF representative, Greg Switzer, is on campus twice a month to meet with employees for 1 hour each to discuss your retirement plan and how to start or continue saving for the future. To schedule a meeting with Greg go online to

www.tiaa-cref.org/MOC select Virginia then scroll down until you see the University of Richmond. You may also call **1-866-842-2044** ext. 2620 to make an appointment.