

ATTACHMENT G- Summary Implementation Plan



City of New York - Medicare Advantage & Prescription Drug Rider Timeline

Activity	Responsibility	Date
Project strategy and scope		
Conduct Customer Collaboration Meeting	City of New York, Aetna	ongoing
Aetna Digital Benefit Solutions		
Provide full demographic data file NYCAPS	City of New York	3/10/2023
Provide full demographic data file split family	City of New York	3/10/2023
Provide full demographic data file Non-NYCAPS	City of New York	3/10/2023
Send Opt Out File and Enroll confirmation Files to CONY	Aetna Digital Benefit Solutions	7/6/2023
City returns Full File for Final Enrollment	City of New York	7/20/2023
Member enrollment/communication strategy		
Announcement letter mails	City of New York	3/15/2023
Mail Aetna Informational Kit - includes benefit summary, Retiree Meeting invite, For your Doctor brochure, Medicare Advantage Evidence of Coverage (EOC) and <i>Prescription Drug EOC, if applicable</i>	Aetna	3/22/2023 - 3/27/2023
Mail plan confirmation/acceptance letters to retirees	Aetna	8/8/2023
Mail Aetna New Member Welcome Guide	Aetna	8/21/2023
New member welcome calls begin	Aetna	8/21/2023
Retiree meetings		
Pre enrollment informational conference calls & virtual meetings	Aetna	03/13/2023 - 3/31/2023
Informational meetings (in-person, virtual & teleconference)	Aetna	04/03/2023 - 06/01/2023
Opt Out Period		
Opt Out Period (online & telephonic)	City of New York	05/01 - 06/30/2023
Member Service Center		
Member Services Pre-Enrollment Line Goes Live	Aetna	3/10/2023
Member Services Post-Enrollment Goes Live	Aetna	7/17/2023
Eligibility (Aetna System)		
Submit eligibility production file to Aetna Eligibility Team	Aetna	8/1/2023
Enrollment Records transmitted to CMS	Aetna	8/4/2023
ID cards		
Mail MA ID Cards and/or prescription Drug Cards, if applicable	Aetna	8/10/2023
Billing		
Effective date		9/1/2023

Current GHI Senior Care members who are enrolled in the prescription drug rider will transition as of 1/1/2024

Dates are subject to change, discussions in progress