



# Announces

## THE LEARNING TRACK

A Fall Workshop Series for  
New Benefits Administrators

At New Hampshire Local Government Center (LGC), we're proud to serve our Risk Pool Groups as an educator and trainer, as well as a reliable resource for valuable information. To that end, we are pleased to continue offering *The Learning Track*—our workshop series specifically tailored for new Benefits Administrators.

Instead of covering a multitude of topics in one full workshop, our five-week series lets attendees select any—or all—of our sessions based on personal areas of interest.

For your convenience, each workshop is a **9 a.m. to noon** session (with **registration and continental breakfast from 8:30 to 9 a.m.**) held in LGC's conference rooms at 25 Triangle Park Drive, Concord, New Hampshire.

<b>WORKSHOP #1</b> <b>Wednesday, September 28</b>	<ul style="list-style-type: none"> <li>• Organization Overview</li> <li>• Role of the Benefits Administrator</li> <li>• Medical and Dental Benefits Overview</li> <li>• Ancillary Coverage Overview—Life, Disability and Flexible Spending Accounts</li> </ul>
<b>WORKSHOP #2</b> <b>Wednesday, October 5</b>	<ul style="list-style-type: none"> <li>• Medical and Dental Eligibility, Enrollment and Membership Changes</li> <li>• Review of Enrollment Forms</li> <li>• Invoices</li> <li>• Enrollment Adjustments</li> </ul>
<b>WORKSHOP #3</b> <b>Wednesday, October 12</b>	<ul style="list-style-type: none"> <li>• COBRA and Other Continuation Coverage Rights</li> <li>• HIPAA Overview</li> </ul>
<b>WORKSHOP #4</b> <b>Wednesday, October 19</b>	<ul style="list-style-type: none"> <li>• Retiree Overview</li> </ul>
<b>WORKSHOP #5</b> <b>Wednesday, October 26</b>	<ul style="list-style-type: none"> <li>• Health and Safety Programs</li> <li>• Anthem, CVS Caremark and LGC Website Overviews (including LGC's <i>eConnect</i> and <i>eMember Services</i> password-protected portals)</li> </ul>

Please **register no later than two weeks before workshop date(s) selected** using one of the methods listed on the *Registration Form* below.

### REGISTRATION FORM



I plan to attend the following workshop(s):

- Workshop #1**  
(September 28)
- Workshop #2**  
(October 5)
- Workshop #3**  
(October 12)
- Workshop #4**  
(October 19)
- Workshop #5**  
(October 26)

### A Fall Workshop Series for New Benefits Administrators

Name of Attendee(s): \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Please use one of the following methods to register:*

- Mail:** NH Local Government Center, Attn: Judy Pearson, PO Box 617, Concord, NH 03302-0617
- Email:** [registrations@nhlgc.org](mailto:registrations@nhlgc.org)
- Fax:** 603.415.3087, Attn: Judy Pearson
- Online:** [www.nhlgc.org](http://www.nhlgc.org) ("Calendar of Events" section)

**Note:** Cancellation notification must be received 48 hours in advance.