

Your VHHSBP Benefits-At-A-Glance:

# Children's National Hospital



# Welcome to the Voluntary Hospitals House Staff Benefits Plan (VHHSBP)!

The VHHSBP Trustees understand how important it is for you to have top-notch coverage.

We believe you'll find this Benefits-At-A-Glance useful, as it describes your benefits provided through the Voluntary Hospitals House Staff Benefits Plan (VHHSBP) for you and your covered dependents as of July 1. The only authorized information concerning your benefits is in writing from the Board of Trustees acting in their official capacity and whose sole decision regarding benefits is final. The trustees reserve the right to change or discontinue the eligibility rules and the type and amounts of benefits under this Plan at any time.

You can also learn more by:

- Visiting our website ([cirseiu.org/benefits](https://cirseiu.org/benefits) and click on your hospital's name)
- Emailing the Fund office at [benefits@cirbenefitfunds.org](mailto:benefits@cirbenefitfunds.org)
- Calling the Fund Office (212) 356-8180

For a complete description of your benefits and rights, please read the Summary Plan Description (SPD) — also located on the CIR website under “Benefits” — which serves as the Plan Document.

**With best wishes for a successful and fulfilling medical career,  
Your VHHSBP Trustees**

## When You Can Get Supplemental Benefits and Who Can You Cover

To enroll in coverage, complete an enrollment form and return it to your CIR organizer within 31 days of your first day of work. You and your enrolled family members' coverage starts on your first day of work.

Outside of Orientation and Open Enrollment, there are circumstances where special enrollment is possible. Please see [here](#) for a HIPAA Notice of Special Enrollment Rights.

### ● During Open Enrollment in July or January, please note that:

- You need to provide a Social Security Number (SSN) for you or your covered dependents. You will also need to provide a copy of a marriage license or birth certificate(s) for children; if you are missing either of these documents you can submit [this](#) affidavit instead via [this](#) update form.
- If you are enrolling a domestic partner, you'll need to submit the Domestic Partnership application found on [cirseiu.org/benefits](https://cirseiu.org/benefits) by selecting your hospital's name.



## Supplemental Mental Health

### ● VHHSBP Supplemental Mental Health up to \$5,000:

- Outpatient mental health benefits will be reimbursed at 100% of your out-of-pocket expenses, including copayments, coinsurance, and/or deductible charges, not to exceed \$200 per office visit.
- You must complete one claim per resident or eligible dependent and attach the Explanation of Benefits (EOB) received from your insurance provider along with a receipt showing proof of payment to the provider.
- Claims for this benefit must be submitted within one year from the date of service.
- To submit claims, please register for the member portal located on your employer's webpage through [cirseiu.org/benefits](https://cirseiu.org/benefits).

To be eligible for reimbursement, these services must be rendered on an outpatient basis. The services must be covered by the Children's National major medical insurance. If coverage for the service is denied by the Children's National major medical insurance, the expenses will not be reimbursable under this supplemental benefit. To the extent that telehealth mental health benefits are covered by the Children's National major medical insurance, they are reimbursable under this benefit.

You must be enrolled in Children's National major medical coverage and on the Children's National payroll at the time that expenses are incurred.



# Contact Information

For questions on benefits coverage, please see the information below:

The Voluntary Hospitals House Staff Benefits Plan staff can help with questions about your benefits.  
For questions, contact the VHHSBP Fund Office:

**VHHSBP Fund Office**  
10-27 46th Avenue, Suite 300-2  
Long Island City, NY 11101

Phone:	(212) 356-8180
Fax:	(212) 356-8181
Days/Hours:	M - F, 9 a.m. to 5 p.m. EST
Email:	<a href="mailto:benefits@cirbenefitfunds.org">benefits@cirbenefitfunds.org</a>



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