

CHEMUNG COUNTY INSURANCE DEPARTMENT

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HEALTH INSURANCE FOR CHEMUNG COUNTY ELIGIBLE NEW HIRES

New employees, eligible for health insurance, will receive an automated email to their personal email address that was provided **from Bswift** once they are set up.

The email will have a link to Bswift. (Can also access Bswift by going to www.chemungcountyny.gov / choose Insurance Department / Bswift – Membership Portal / choose Chemung County link.)

New Hires eligible for health insurance will need to **log on Bswift to make an election**, regardless, if they choose to enroll or not.

Typically, there is a 5-day window from date of hire (start date) to complete this election window. Please contact Yvonne Drake if it is not completed within this timeframe for assistance.

User Name - will typically be first initial + last name (*exception is if there have been others with same combination there will be a number following such as JDOE AND JDOE1*) Contact Yvonne Drake with any issues.

Password - is the last 4 of their SSN. The system will prompt to change password.

If an employee is enrolling family, they will be required to provide a marriage certificate for a spouse and birth certificates for any enrolled dependent. These documents can be uploaded in Bswift in the employee file or scanned and emailed to Yvonne Drake. The documents must be received before an enrollment can be approved for processing.

If an employee is choosing not to enroll, they would select WAIVE for the medical plan when prompted to choose a medical plan. There is a series of questions to answer and provide their other coverage information.

If eligible and the employee chooses WAIVE, they can also choose when prompted to elect the insurance declination buyout. If the employee elects the buyout option, there is a view plan details link where they select which will display the buyout memo and form links. They will need to download the current year buyout form, complete, sign, their department head sign and provide a copy of proof of qualifying other coverage. The completed form and proof of coverage can be uploaded in Bswift or scanned and emailed to Yvonne Drake.