

Health Savings Account

You can open a Health Savings Account (HSA) only if you are enrolled in the VITAS Employee Medical Insurance Plan through UnitedHealthcare (UHC) or Kaiser Permanente (KP), and if you are not enrolled in Medicare. The HSA helps you cover your out-of-pocket medical costs.

With the HSA plan, you open an account, deposit money in it through payroll deductions, and you keep the money—even if you retire from or leave VITAS. Any funds that you do not use in a calendar year roll over into the next year. This is not a “use-it-or-lose-it” account.

Your HSA works like a bank account and is administered by OptumHealth Bank for both UHC and KP members.

To help you build your HSA account, VITAS will contribute \$400 for the single plan and \$800 for the family plan. VITAS will make its contributions in 26 equal installments, starting with the first pay period of the year.

To receive VITAS’ full contribution, please plan to open your HSA by the beginning of the year. If you are a new hire in 2018, you should open the HSA account by the first of the month when your benefits begin in order to get the full VITAS contribution.

Please note: You must go online to actively renew your employee contribution to your HSA. In 2018, if you do not actively renew your contribution, your payroll deductions will automatically stop.

How do I open an HSA?

If you are enrolled or plan to enroll in health insurance through UHC or KP and would like to open an HSA, simply select “Opt In” during the online enrollment process (the screen with this option will be easy to identify). It is not necessary for you to contribute your own money to the HSA in order to receive the VITAS contribution—though it is certainly a good idea to do so! If you wish to contribute your own money as well, you may designate the amount of money you want deducted from your paycheck each pay period.

Please note: Until you complete the enrollment process with OptumHealth Bank, VITAS will neither contribute nor take any deductions from your paychecks toward the HSA. You must establish your account before any contributions will be made to the account. If you delay opening the account, you will miss out on contributions for those pay periods prior to the opening of your account.

If you are new to OptumHealth Bank, the bank will send you a welcome kit, a debit card and a Personal Identification Number (PIN) for the debit card within a week to 10 days of your enrollment being processed.

If you already have an HSA with OptumHealth Bank and wish to continue your employee contribution for 2018, you must actively designate the amount you want to contribute to the account.

How do I deposit money into my HSA? What are the contribution limits for 2018?

Funds for your HSA are deposited through payroll deductions. You determine how much you want to deposit per paycheck, and that amount is deposited when payroll is processed.

Participants can contribute as much as the IRS limits annually for single and family coverage. This limit changes every year. For 2018, the IRS HSA contributions are limited to \$3,450 for the single plan and \$6,900 for the family plan. Members aged 55 and above may contribute an additional \$1,000 for the year.

How do I access my HSA funds?

You access your HSA funds by:

- Using a bank debit card, which OptumHealth Bank will send you
- Signing up for online banking and even setting up automatic bill-pay with OptumHealth
- Paying for a medical expense with your personal funds and reimbursing yourself through your HSA

