

The checklist to begin the process of preparing for your retirement from the MGH.

Six months or more before you plan to retire

- **Obtain** an estimate of your Social Security income benefit online at <http://www.ssa.gov> or call 1-800-772-1213
- **Consider reaching out to Serving the Health Insurance Needs of Elders (SHINE)**, a volunteer organization that provides support to people approaching retirement age. SHINE offers health insurance information on hundreds of supplemental Medicare plans and can answer any questions you may have. Please visit the Massachusetts Office of Elder Affairs at <http://www.mass.gov/elders/healthcare/shine>
- **Review** an estimate of your Cash Balance Retirement Plan using www.AskMyHRportal.com (if applicable) or call Alight at 1-833-885-5656
- **Consider** contacting a financial adviser to prepare a budget that can help identify how much you'll need for ongoing expenses. Do not forget to use your Financial Planning Program reimbursement benefit, if you did not use it in last 5 years.
- **Contact** Fidelity at 855-999-1747 or TIAA at 1-800-842-2776 for a one-on-one session to get an in-depth overview of your 403(b) portfolio and options.
- **Review your beneficiaries** in your Fidelity/TIAA account and on PeopleSoft. If you are married, your spouse is automatically your primary beneficiary for the Cash Balance Retirement Plan, but you will need to contact the HR Support Center at 1-833-ASK-MYHR (875-6947) to establish a secondary beneficiary.

Three months prior to planned retirement date

- **Notify your Department** and benefits consultant of your plan to retire.
- **If you are turning 65 or over**, contact the Social Security Administration online at <http://www.ssa.gov> or call 1-800-772-1213 to calculate and/or start your monthly Social Security retirement income benefit and enroll in Medicare Parts A and B. If you are married, you will be asked to provide your spouse's Social Security Number and date of birth.

For retirees who are 65 or older:

- Our Supplemental plan is administered by **Via Benefits**, formerly known as OneExchange, a resource that offers our retirees state-of-the-art access to the nation's largest Medicare marketplace. Retirees also have the guidance of Via Benefit's licensed benefit advisors, who have helped hundreds of thousands of Medicare eligible retirees, their spouses, and eligible dependents find and enroll in supplemental health care coverage in the individual market. There is no cost for this assistance. Active employees age 64 or older may contact Via Benefits at 1-866-201-0546 for more information about medical options and for a specialist to answer any questions. Plus, retirees may find information on www.My.Viabenefits.com/MGH.com
- **Please contact Professional Staff Benefits Office at least 3 months before your planned retirement date.** Your benefit consultant will advise you regarding the retirement process. In some cases, you may be eligible for a subsidy and/or reimbursement of qualifying retiree medical expenses through a Health Reimbursement Account (HRA). A benefit advisor from Via Benefits will arrange a convenient time to discuss all your options, as well as the retiree medical enrollment process, to ensure that there is no break in your medical coverage and help you find the retiree medical plan that best meets your and your family's needs.

For retirees under age 65:

- Retirees who are ages 55 to 64 are eligible to enroll in Partner's Plus
- Just as with active employees, retirees may also choose the level of coverage (Employee Only or Family) that suits their individual circumstances.
- COBRA rates apply for the first 18 months. Early retiree age-graded rates apply after COBRA coverage runs out.

If you have Long-Term Care Insurance, contact John Hancock at 1-800-560-4111 to convert your Group Long-Term Care Insurance to an Individual Policy. Your group coverage will end on your termination of employment effective date.

Post retirement

- **Look for your COBRA packet in the mail** approximately 2-3 weeks following your retirement date. The third-party administrator for COBRA is Voya/Benefit Strategies. Employees over 65 who are Medicare eligible are eligible for 18 months of COBRA. However, if such employees use COBRA coverage, they will have to pay a late enrollment penalty when they sign up for Medicare Parts B & D (if applicable), because COBRA is not a creditable coverage. Employees who will turn 65 within 18 months after retirement will lose their COBRA eligibility upon turning 65.
- **Consider converting** your group life insurance policy to an individual policy
- **Contact your 403(b) Plan Vendor(s).**
 - Fidelity can be reached at 1-855-999-1747
 - TIAA can be reached at 1-800-842-2776
- **If you have questions about your last paycheck**, please contact your Benefits Consultant
- **Update** your address whenever you move to ensure any retirement materials are sent to your current location. Please contact us as well as your local post office to forward your mail.
- **Review your beneficiaries** in your Fidelity/TIAA account and on PeopleSoft. If you are married, your spouse is automatically your primary beneficiary for the Cash Balance Retirement Plan, but you will need to contact the HR Support Center at 1-833-ASK-MYHR (875-6947) to establish a secondary beneficiary.

If you have questions, please contact your Benefits Consultant:

If your last name starts with letters:	Consultant	Email	Phone number
A-G	Susan Frain	sfrain@partners.org	(617) 726-9264
H-O	Amy Vacchina, CEBS	avacchina@partners.org	(617)-724-9357
P-Z	Paula Murphy	pmurphy30@partners.org	(617) 726-9356

Others You May Wish to Contact:

- MGH-based malpractice inquiries - MGHMGPOMalpractice@partners.org
- Akmaral Kusherbayeva CEBS, Professional Staff Analyst, Financial Planning Program and Retiree Medical Program - akusherbayeva@partners.org
- Virginia Rosales – Manager, Professional Staff Benefits Office, vrosales@partners.org
- Dee Dee Chen, Director, Professional Staff Benefits Office, ddchen@partners.org

Online Resources You May Find Useful

Social Security Retirement benefits

<http://www.socialsecurity.gov/pgm/retirement.htm>

Medicare

<http://www.medicare.gov/>

Medicare Part A: a federally funded health insurance plan. It is designed for people age 65 or older and some disabled people under age 65. Medicare Part A pays for inpatient hospital care, skilled nursing facility care, nursing home care, hospice and home health services.

Medicare Part B: Pays for [outpatient hospital care](#), doctor visits, and many other medical services not covered by Part A.

Medicare Frequently Asked Questions

<https://faq.ssa.gov/en-US/topic/?id=CAT-01092>

Medicare Enrollment (online)

<http://www.socialsecurity.gov/medicareonly/>

<http://www.socialsecurity.gov/pgm/medicare.htm>

SHINE (Serving the Health Information Needs of Elders):

A Medicare and health insurance resource for seniors.

<http://www.mass.gov/elders/>