

NEW YORK DISTRICT COUNCIL OF CARPENTERS BENEFIT FUNDS

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August 2014

Dear Eligible NYCDCC Welfare Fund Participant:

Reminder: You Must Select a Primary Care Dentist between August 18th & September 10th

Effective October 1, 2014, New York City District Council of Carpenters Welfare Fund participants will be covered by the Aetna Dental plan. You and your covered dependents will be automatically enrolled in the **Aetna DMO**. You will receive a new ID card by October 1, 2014, but you will need to select a Primary Care Dentist (PCD) between **August 18th and September 10th**. Your PCD is the dentist you choose to manage your overall dental care. **Until you choose a PCD, you and your dependents will NOT be able to access care.**

How to select a Primary Care Dentist:

Option #1 – Call Aetna Member Services

- Call Member Services at **855-201-8436** between 8am and 6pm to speak with an Aetna representative.
- Have the Social Security Number and Date of Birth of the participant available.
- Review Primary Care Dentists who participate in the Aetna DMO plan by going to **www.aetna.com** and following these instructions:
 - Scroll down the page and select “Find a doctor, dentist, facility or vision provider.”
 - Choose to search our Public Directory located towards the bottom of the page.
 - Elect Dentist (Primary Care).
 - Enter your Zip code.
 - Select the Dental Maintenance Organization (DMO[®]) plan.
- Provide the name to the Aetna Member Services Representative.

Option #2 – Register for Aetna’s Member Services Website – Aetna Navigator®

- Go to **www.aetna.com**
- Choose Logon/Register from the Menu Bar.
- Select “Sign Up Now” & follow the step-by-step instructions included on the next pages.
- Once you are registered, log onto the site and select “Find a Doctor, Dentist or Facility.”
- Choose “Dentist (Primary Care).” The site will provide a list of Primary Care Dentists in your area.
- Select “Make My Primary Care Dentist” next to the provider you choose. It’s that easy!
- You may also assign Primary Care Dentists for your dependents by selecting “Change Primary Care Doctor for another member” after you have completed your election.

Important Information to Remember:

- You and each of your covered dependents must select a PCD before accessing your dental benefits.
- You can change your PCD as often as once per month! Just remember to contact Member Services or log onto Aetna Navigator by the 15th of the month to make your change effective on the 1st day of the following month. If you do not make your change by the 15th of the month, you will have to wait an extra month for your new PCD to take effect.

Questions?

Contact Aetna directly by calling **(855) 201-8436**.