

Greater Tompkins Counties Municipal Health Insurance Consortium  
Enrollment Information

**Excellus BCBS - Health Coverage**

**New Enrollment**      Employee and/or Dependent

1. Employee must complete the enrollment form
2. Completed and signed enrollment form can be emailed to: [dedicated.mailbox@excellus.com](mailto:dedicated.mailbox@excellus.com)  
OR mailed to: Excellus BCBS, PO Box 22999, Rochester, NY 14692

**Update Existing Enrollment or Questions on Enrollment:**

1. Excellus dedicated membership line # is: 1-800-224-8082

**MEDCO - Prescription Drug Coverage**

**New Enrollment**

1. Enter enrollment directly online through the Medco Eservice delivery system  
(Medco provides training on their Eservice system)
2. Complete enrollment Excel worksheet
3. Email completed worksheet to: [mweligibility@medco.com](mailto:mweligibility@medco.com)

**MEDCO Client Service Team**      Available 8am - 8pm to work with clients in benefits offices only

Call 1-800-988-2285 or email: [medco\\_nvcc\\_systemed\\_cst@medco.com](mailto:medco_nvcc_systemed_cst@medco.com)

This number can be used for member issues or to obtain prior authorizations, overrides, look up claims

**CSEA Employee Benefit Fund - Dental & Vision Coverage**

1. Email a copy of the Excellus BCBS enrollment form to: [elig@cseaebf.org](mailto:elig@cseaebf.org)
2. Indicate the group and consortium name on the form
3. Phone inquiries can be made at: 1-800-323-2732

**Haylor, Freyer & Coon, Inc. - Life , AD&D Benefits**

1. Contact Becky Perkins @ 315-734-9386 ext. 2898
  2. Email: [rperkins@haylor.com](mailto:rperkins@haylor.com)
- Becky will assist the group representative with enrollment

**Upstate Union Health & Welfare Fund - Legal Benefits**

1. Contact is: Kellie Mangan - Upstate Union Health & Welfare Fund
2. Enroll members by emailing Kellie with the following information:  
Town/Municipality Name - Tompkins County Consortium  
Member Name, Last, First  
Address, City, State, Zip  
Employee SS#, Phone #  
Birth date, Gender  
Effective date of coverage

**Lincoln Life and Annuity Company of New York**

P O Box 7247-0347  
Philadelphia, PA 19170-0347  
800-423-2765 customer service

**\*\* After enrollment is completed for the available benefits each municipality MUST contact Christine Bednar at [cbednar@tompkins-co.org](mailto:cbednar@tompkins-co.org) so billing can be reconciled.**