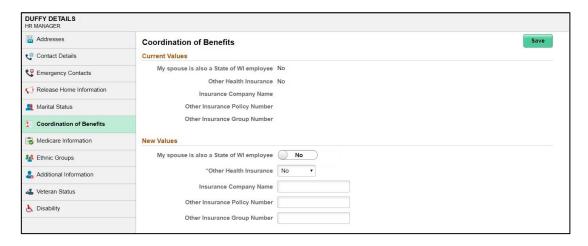


## Updating Other Health and Medicare Information

Other Health and Medicare information is used for coordination of benefits between health plans to determine primary payment responsibility. Log into <a href="MyUW System Portal">MyUW System Portal</a> (UW Madison employees please use <a href="MyUW Portal">MyUW Portal</a>). Click the <a href="Launch Full App">Launch Full App</a> link on the <a href="Personal Information">Personal Information</a> tile to display your current information.

## **Updating Other Health Information**

- 1. Click on the **Update My Personal Information** link.
- 2. Select **Coordination of Benefits** from the left menu.



- 3. Choose **Other Health Information** from the drop-down list.
  - If your answer is 'Yes', enter the **Insurance Company Name**, **Insurance Policy Number**, and the **Insurance Group Number** and indicate if your spouse is also a State of WI employee.
  - Click the **Save** button when all information has been entered and a green success bar will appear momentarily at the top of the page.

## **Updating Medicare Information**

- Select **Medicare Information** from the left menu
- 2. Enter the **Effective Date** of Medicare coverage and your **Medicare Number**
- 3. In the Medicare A Indicator and / or Medicare B Indicator field:
  - a. Change the **Indicator** by clicking into the Yes/No indicator field
  - b. Select a **Reason** from the drop-down
- 4. Click the **Save** button and a green success banner will appear briefly at the top of the page.

