



Congratulations on your newborn!

Here is important information about adding your child
to your UAMS Medical and Dental plans.

*The following information is not a guarantee of benefits and is subject to change.
Please refer to the Summary Plan Descriptions for further information, or contact:
Office of Human Resources at (501) 686-5650.*

Medical

Be sure to add your child to your medical plan within 31 days of birth!!

You must complete a QualChoice enrollment form through the UAMS Office of Human Resources within 31 days of your child's birth in order to add them to your coverage. Your baby's coverage will take effect retroactively to their date of birth.

This is especially important if this is your first child, and you have no other children covered on your QualChoice medical plan. After the 31-day window of enrollment closes, you will not be able to add your child to your coverage. The University does not offer an annual open enrollment period.

Dental

If this is **not your first child**, and your other children are already covered on your dental plan, we recommend you add your newborn to your dental plan right away. You're already paying for child(ren) coverage, so your premium won't change. Please come to the Office of Human Resources and complete a Delta Dental enrollment form to add your new child.

If this is your **first child**, your newborn has no need for dental insurance at this time. But those baby teeth will be here before you know it. Our dental plan allows you to add your child anytime between birth and 3 years, 1 month of age. However, if you pre-tax your dental premium under the Section 125 Premium Conversion Plan, your "window of enrollment" may be reduced. Per IRS regulations, you can only add your child at the end of the year, to be effective January 1 of the next year. For this reason, we recommend you **add your child to your dental plan when they reach age 2.**