



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE FINANCIAL SECRETARY AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE & THE PUBLIC SERVICE
Strategic Human Resource Management Division

30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

November 17, 2016

CIRCULAR: 32

REF NO: 11180/4

Permanent Secretaries
Heads of Departments, Agencies and Schools

**Re: Government Employees' Administrative Services Only (GEASO)
Health Scheme
- Self Billing**

Permanent Secretaries and Heads of Departments/Agencies/Schools are hereby advised of the following with respect to the Government Employees' Administrative Service Only (GEASO) Health Scheme:-

The Ministry of Finance and The Public Service and Sagicor Life Jamaica Limited the current Health Scheme Administrator, have agreed to the implementation of a Self-Billing method of payment to take effect **April 1, 2017**. This means that MDAs and schools will no longer receive monthly invoices indicating the premium payment due for employees; instead each MDA and School will be required to submit an **Adjustment Register on a monthly basis** along with the correct premiums due to Sagicor. This should be submitted **by the 5th day of each month**. The Adjustment Register (copy attached) should include the following:

- New additions to the payroll (please include the requisite enrolment forms and accompanying documents i.e. birth and marriage certificates for employees and dependents).
- Employees who are changing from an Individual to Family plan or vice versa, (please include the Subscriber Change Request Form and accompanying documents for dependents)
- Employees who are to be permanently terminated from the plan along with the effective date.
- Transfers of employees across the Government pay-sites

Human Resource (HR)/Accounts personnel will be required to review the last monthly invoice which will be submitted by Sagicor Life Jamaica Limited in **January 2017** and confirm the names of employees, employee numbers and the employees' plan types (individual or family). This confirmation should be returned by **February 28, 2017** to your Group Insurance Administrator at Sagicor, who is also available to provide any assistance required in implementing self-billing.

Please ensure that this circular is brought to the attention of all Human Resource and Accounting personnel of MDAs and Schools.

Everton McFarlane
Financial Secretary (Assigned)