

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

M E M O R A N D U M

TO: Shawn Werner, DEA President
Christine Garisek, CSEA President
Nancy Lough, HBPSA Co-President
Hillary Bryan, HBPSA Co-President

FROM: Rose Multari, Risk Manager

CC: Debbie Coleman, Assistant Superintendent Human Resources

SUBJECT: **MEDICAL/PRESCRIPTION HELP FORM**

DATE: February 16, 2010

Attached is a form the insurance department has developed in an effort to assist our employees with resolving any medical and/or prescription issues.

We would like to distribute this form in a PDF fillable format to share with any employee experiencing a concern or question regarding their health benefits.

It is our hope that by obtaining the necessary information timely, we can better help our employees with an expeditious resolution to any medical or prescription problems.

Thank you for your time and consideration.