

How to Use This Benefits Presentation ***Customize The Template for Each Group's Needs***

The Benefits Presentation PowerPoint template gives you an easy and effective way to communicate new benefits or changes to group employees.

To customize the presentation, first download it to your computer:

1. Click on the link to open the PowerPoint template.
2. Choose File on your menu bar, then Save As.
3. Name the presentation, choose a file location, and click Save.

Once you download the presentation to your computer, review these slide sections for opportunities to customize details:

- Make Note of Benefit Changes
- Physician Services
- Inpatient Hospital Services
- Prescription Drugs
- Behavioral Health
- Make Note of Contract Changes

Choose the benefit options that apply to your employer group (copay, coinsurance, two-tier or three-tier Rx plans, etc.) and insert specific details in appropriate sections.

When finished, make sure you delete the slides you do not need and then save the final version. (To delete a slide, choose Edit on your menu bar, then Delete Slide.)

This presentation includes speaker's notes. To read and customize, choose View on your menu bar, then Notes Pages. To print out the notes, choose Print. Then under the Print What prompt, use the drop down menu and choose Notes Pages. For slides only, choose Slides.