

As of Oct. 1, 2009 HIP returned to in-house management and as a matter of fact all MedNet facilities including dental clinics were discontinued.

Hereafter are clarifications about procedures:

ACCESS CARDS TO MEDICAL SERVICES.

1. **HIP /MedNet Access cards** remain valid for utilization until they are replaced soon by new HIP Access cards.
2. **AUB staff, faculty and students** can use the University Id. to have access to HIP medical services now and in the future. Only dependents, retirees and IC members will be given new cards. It is advisable for these people to have with them either a Lebanese Id card or “individual civil status” or a passport in case of need of medical services.

EMERGENCY CASES IN LEBANON.

In such cases, if the patient is within reasonable distance to AUBMC, he/she should report immediately to its Emergency Unit otherwise to the nearest healthcare provider in Beirut or in any other Lebanese region. The patient or his/her family should report the case the soonest possible to the **HIP Medical Auditor** at the following phone numbers:

TEL	01 - 350000	EXT. 6117 or 6118	WORK DAYS	8:00 AM - 5:00 PM
TEL	01 - 374374	EXT. 6117 or 6118	WORK DAYS	8:00 AM - 5:00 PM
TEL	01 - 374444	EXT. 6117 or 6118	WORK DAYS	8:00 AM - 5:00 PM
FAX	01 - 744475		WORK DAYS	8:00 AM - 5:00 PM
CELL	03 - 080804		WORK DAYS	8:00 AM - 8:00 PM
CELL	03 - 080804		WEEK ENDS & HOLIDAYS	24 HOURS

After inquiring about the case **the Medical Auditor will issue a commitment letter** to be sent by fax or electronically to the hospital for coverage of the case.

EMERGENCY CASES OUTSIDE LEBANON

AUB faculty and staff who travel outside Lebanon on official leave or on University business are covered by HIP in emergency situations up to 80% of AUBMC rates. It is known that healthcare cost in certain countries like the United States or in Europe, is much more expensive than Lebanon therefore it is advisable in case of travel to buy a healthcare insurance with a minimum coverage of \$200,000 extending over the whole period of travel.

OFFICE OF THE VICE PRESIDENT FOR HUMAN RESOURCES.

HEALTH INSURANCE PLAN.

HIP Measures and Premium Adjustment – Fiscal year 2009 – 2010 (cont)

People traveling on **University business can call “Environmental Health, Safety and Risk Management” at ext. 2360** to request a special healthcare insurance that is paid by the University.

Should you have questions or comments, please email at: benefits@aub.edu.lb

Sincerely,

Maroun Ghazal
Assistant Director for Benefits
Human Resources