

**DEI MEMO 23-07**

**TO:** Non-Commonwealth Paid ICs and BLs  
**FROM:** Department of Employee Insurance (DEI)  
**RE:** Annual Training Requirement - NEW  
**DATE:** June 7, 2023

To ensure you remain aware of important procedures and policies associated with benefits offered by the Department of Employee Insurance, the following curriculum will be assigned to all Insurance Coordinators and Billing Liaisons on July 1, 2023. This is a required training to maintain access to KHRIS.

**Annual Training Curriculum**

- **Annual IC Training – KHRIS Processing**
  - *This course provides training on how to enter a new hire in KHRIS, add dependents and beneficiaries, update employee demographic information, and terminate employees.*
- **Annual IC Training – DEI Form Upload**
  - *It is imperative that you use the DEI form upload to send your applications that cannot be processed at agency level. This course provides training on how to properly complete a DEI Form Upload.*
- **Annual IC Training – Urgent Adds and Exceptions**
  - *This course teaches the process for Urgent Adds and how to accurately submit Exceptions.*
- **Annual IC Training – IC Responsibilities, Enrollment and Qualifying Events**
  - *This course covers actions completed by Insurance Coordinators, provides an overview on the enrollment process, defines Qualifying Events, and explains how and when to contact DEI.*
- **Annual IC Training – Billing Liaison**
  - *Annual Billing Liaison Training for the Premium Billing Branch.*

You should receive an email notification from MyPURPOSE once your assignment is ready for you on July 1.

**The deadline for completing this curriculum is July 31, 2023.** Christie Burkhead will be monitoring for completion, so please don't delay so your KHRIS access isn't revoked! Log into [MyPURPOSE](#) when you get the notification to complete your assigned training.