



# New parent resources

A little planning goes a long way when it comes to a new arrival. Use this checklist to help you prepare to welcome your newborn or newly-adopted child.

## BEFORE THE BIRTH OR ADOPTION

- ☐ Reach out to your supervisor and let him or her know you plan to be out.
- ☐ Reach out to the Corporate Benefits Team to apply for Parental Leave.
- ☐ Apply for FMLA job protections and, if applicable, Short-term Disability (STD) by going online to [mylincolnportal.com](https://mylincolnportal.com) or calling 1-888-408-7300. First-time users must register using Company code **BEKCO**.
- ☐ Enroll in the Healthy Pregnancy<sup>SM</sup> program with UHC, or for Southeast Division and Kelley Manufacturing employees, the Baby Yourself<sup>®</sup> program with BCBS, by the end of the first trimester. You will receive \$500 once you complete the program. Visit the **Healthy Living > Physical Health** section of [bekbenefits.com](https://bekbenefits.com) for informational handouts on both programs.
- ☐ Reach out to UHC or BCBS to request a breast pump. You can find details about the UHC program on the next page.
- ☐ GuidanceResources can assist in finding childcare providers along with other support. Go to [guidanceresources.com](https://guidanceresources.com) and use Organizational web ID **BEK** or call 1-866-517-1267.

## AFTER THE BIRTH OR ADOPTION

- ☐ Enroll your child in BEK medical coverage on Dayforce by selecting **Forms > Life Event Declaration**. You will be asked to upload hospital records or a birth certificate to enroll your new family member.
- ☐ Call Lincoln at 1-888-408-7300 to verify or confirm the date your FMLA and STD (if applicable) leave began.
- ☐ Reach out to the Corporate Benefits Team to confirm the dates of your parental leave. Parental leave must be used within 12 months of the birth or adoption of a child. See the Parental Leave Policy for details in the **Learn & Enroll > Compliance** section of [bekbenefits.com](https://bekbenefits.com).
- ☐ Reach out to your local HR Manager or Office Manager to confirm leave dates and make arrangements for your return.

## OTHER RESOURCES

- [healthychildren.org](https://healthychildren.org) for information regarding the many programs, activities, publications, policies and guidelines from the American Academy of Pediatrics (AAP), along with other child health resources.
- [nhtsa.gov/equipment/car-seats](https://nhtsa.gov/equipment/car-seats) for information from the National Highway Traffic Safety Administration. You can also enter your location to find local resources.

FOR ADDITIONAL INFORMATION, CONTACT YOUR HR MANAGER OR OFFICE MANAGER.

# National provider list of breast pump suppliers.

UnitedHealthcare covers the purchase of personal, double-electric breast pumps. Hospital grade breast pumps are no longer provided through the national DME provider network. Members may purchase breast pumps without cost-share by contacting a network doctor or approved breast pump supplier up to 30 days before their delivery date or 365 days after their delivery date. No prescription is required.

- The list of breast pump suppliers may be given to members when they call the number on their health plan ID card.
- The network provider may order the breast pump or the member may contact the supplier directly.
- If contacting the breast pump supplier directly, members may be asked for their doctor's contact information, the baby's due date or the date the baby was delivered. The breast pump supplier may verify this and other information with the member's doctor before the breast pump is issued.
- National breast pump suppliers issue the breast pump directly to the mother.
- The doctor or breast pump supplier will bill UnitedHealthcare directly for reimbursement.
- Members will not be reimbursed for breast pumps purchased at retail stores.
- Only breast pumps received from a network provider or supplier are covered at 100 percent.

Supplier name	Phone/fax	Website	Notes
<b>Byram Healthcare</b>	1-877-902-9726 1-866-811-4500 (fax)	<a href="http://byramhealthcare.com">byramhealthcare.com</a>	• Mail order
<b>Edgepark Medical Supplies</b>	1-888-394-5375 1-330-425-4355 (fax)	<a href="http://edgepark.com">edgepark.com</a>	• Mail order
<b>McKesson Patient Care Solutions (Target breast pump program)</b>	1-855-406-7867 1-855-716-2212 (fax)	<a href="http://mckesson.com/providers/home-care/mckesson-patient-care-solutions/">mckesson.com/providers/home-care/mckesson-patient-care-solutions/</a>	• Mail order • Pick up in store (if order is placed through toll-free number only)
<b>Medline Industries</b>	1-800-633-5463 1-800-351-1512	<a href="http://medline.com">medline.com</a>	• Mail order
<b>Walmart</b>	1-800-273-3455 (phone orders only)	n/a	• Mail order • Medicaid in the following states: MA, MI, NJ, OH, PA, TN, TX

The content provided is for informational purposes only and does not constitute medical advice. Decisions about medical care should be made by the doctor and patient. Always refer to the plan documents for specific benefit coverage and limitations or call the toll-free number on the back of the ID card.

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