

## RIVERVIEW HEALTH CENTRE

**Please read this email carefully because it contains time-sensitive details about the transition of full-time and part-time Riverview CUPE employees to the HEB Manitoba Healthcare and Dental Plans.**

Enrolment in the HEB Manitoba Plans is mandatory for all full-time and part-time, permanent, temporary, or term employees unless you have alternate coverage under another group healthcare and/or dental plan.

*This applies to you even if you opted out of coverage under the current plan or were not eligible because you were less than a .5 FTE.*

### **Transition Timeline**

**June 15, 2025-** The last date to add your personal email address in HEB Manitoba's secure member portal.

**June 16, 2025-** Enrolment period opens.  
Watch your email inbox for a notification message from HEB Manitoba.

**June 18, 2025-** HEB Manitoba Benefit Specialists will be available in the cafeteria to answer questions and help with enrolment between 12:30 pm and 4 pm.

**June 23, 2025-** HEB Manitoba Benefit Specialists will be available in the cafeteria to answer questions and help with enrolment between 12:30 pm and 4 pm.

**June 26, 2025-** HEB Manitoba Benefit Specialists will be available in the cafeteria to answer questions and help with enrolment between 12:30 pm and 4 pm.

**June 30, 2025-** Enrolment period ends.

**July 1, 2025-** Coverage starts.

**Week of July 7 (estimated)-** Manitoba Blue Cross cards sent to enrolled members. If you incur costs in the meantime, please hold onto the receipts.

Once your new card arrives, you can [register for a new mybluecross account](#) and submit your claim online.

Remember to give your new group number and certificate to your pharmacy, dentist and other service providers.

## Questions? Here's Who to Call

**From June 16 to June 20**, please call Provincial HR Shared Services (PHRSS) at 204-940-8500 option 9.

The PHRSS team will do their best to support your inquiries during this transition.

**From June 23 onward**, please call HEB Manitoba at 204-942-6591.

The HEB Manitoba team can speak to details of the HEB Manitoba Plans and answer your questions about how to use the secure member portal.

## On-Site Support and Enrolment Assistance

Benefits Specialists from HEB Manitoba will be available in the Riverview cafeteria to answer questions and provide support on the following schedule:

- June 18                      12:30pm - 4pm
- June 23                      12:30pm - 4pm
- June 26                      12:30pm - 4pm

Because all enrolments must take place online using HEB's secure member portal, they will have computers available for your convenience.

***Stop by to say hello, ask any questions, and complete your enrolment!***

## Learn More About the HEB Manitoba Healthcare and Dental Plans

- Read the [Benefits Overview](#) for a short description of the Plans and what you need to know before you open your enrolment package.
- [See our website](#) for more detailed information.

## Pre-Enrolment Reminder!

If you haven't already done so, make sure to add your personal email address to HEB Manitoba's secure member portal by June 15. Here's how:

1. Go to [hebmanitoba.ca](http://hebmanitoba.ca) and register for the secure member portal (if you haven't previously registered).
2. Log in to the secure member portal.
3. Navigate to My Profile/Personal information and add your personal email address.

## Why is this needed?

When your enrolment package is ready in the secure member portal, HEB Manitoba's automated system will send a notification to the email address in your member portal profile. If your email address is not in the member portal, you won't get the notification.

1. Add [noreply@hebmanitoba.ca](mailto:noreply@hebmanitoba.ca) to your contact list to ensure you receive future notification emails.

**We look forward to seeing you during one of our on-site visits later this month!**

*The HEB Manitoba Member Services Team*