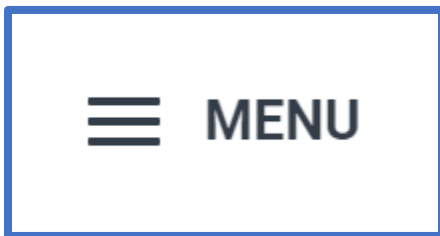

How to Apply for the PPO Assist Medical Plan

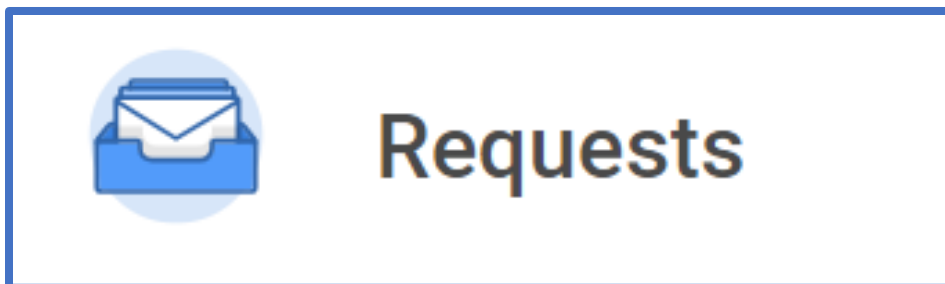
1. Log into **Workday**.



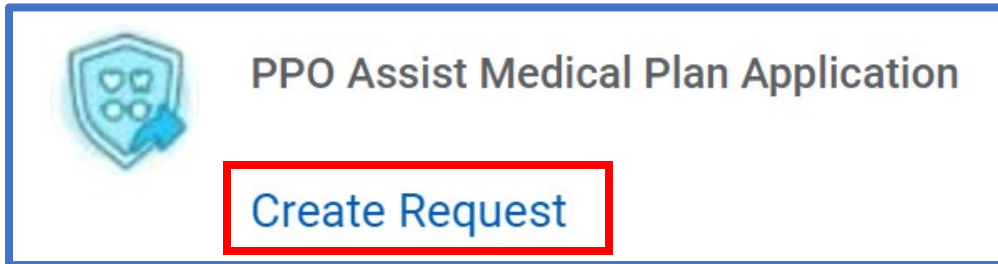
2. Click on **Menu**.



3. Under the **Apps**, click on **Requests**.



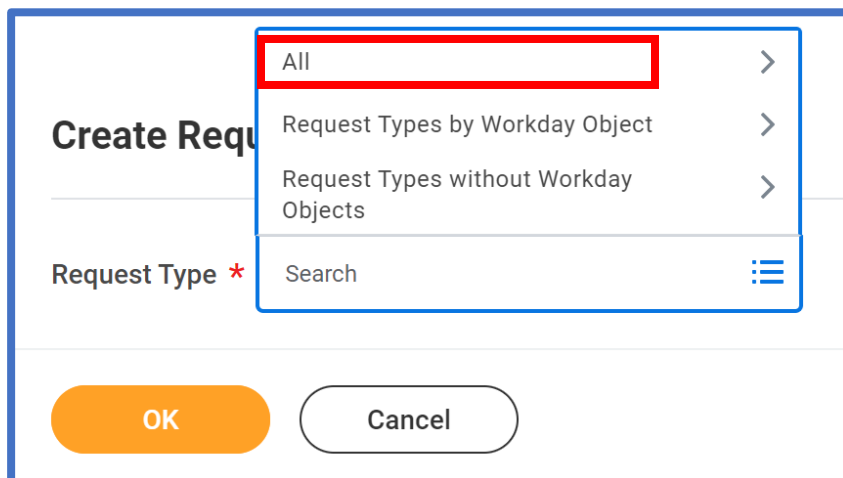
4. Under **Workday Requests**, click on **Create Request** under PPO Assist Medical Plan Application.



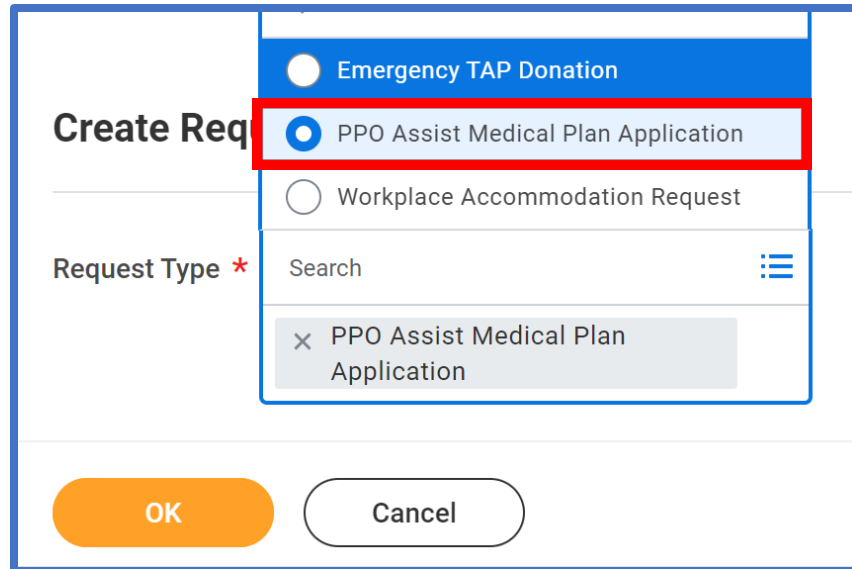
5. Click on the list view **button**.



6. For **Request Type**, select **All**.



7. Select **PPO Assist Medical Plan Application** and click **OK**.



The screenshot shows a 'Create Request' form. A dropdown menu is open, displaying three options: 'Emergency TAP Donation', 'PPO Assist Medical Plan Application', and 'Workplace Accommodation Request'. The 'PPO Assist Medical Plan Application' option is selected and highlighted with a red border. Below the dropdown, there is a search bar with the text 'PPO Assist Medical Plan Application' and a close button. At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).

8. Under Program Guidelines, read the instructions to ensure your submission is successful.

Program Guidelines:

Your annual household income must be less than or equal to the amounts listed on OhioHealth Rewards and is based on whether you are single and file a single tax return or are married and file a joint tax return, please include your prior year federal income tax return with this application. If you are married and file separate returns, please include both your and your spouse's prior year federal income tax return with this application.

Click [here](#) to view income guidelines.

By submitting this application, you understand that:

- Approval of this application determines my eligibility for enrollment in the OhioHealthy PPO Assist Plan.
- My application requires approval. Once approved, I will be able to select the OhioHealthy PPO Assist Plan in Workday.
- My application must be submitted by the deadline. Late submissions may not be approved.

9. Select your Income Tax Filing Status from last year's tax return.

01. Income Tax Filing Status (Required)

- Single or Head of Household
- Married and filing jointly
- Married and filing separately

10. Click on **Select files** and **UPLOAD** your federal income tax return(s).

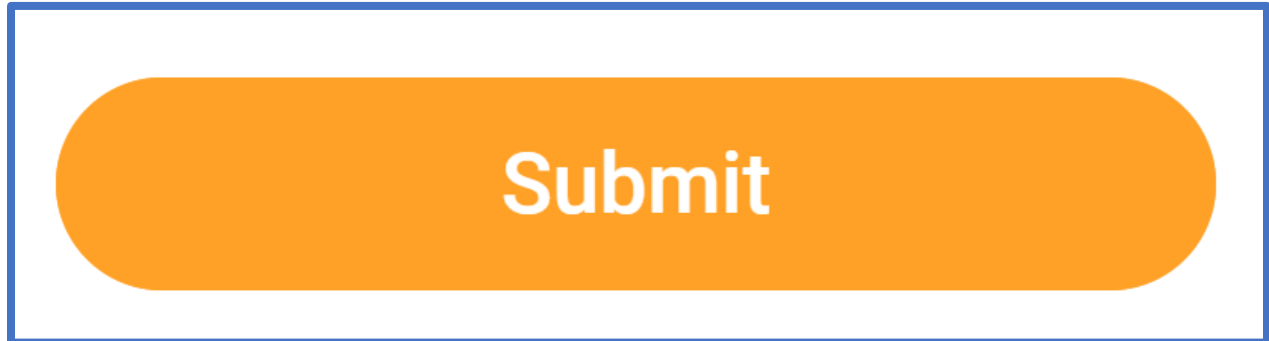
Upload Copy of prior year Federal Income Tax Return (Form 1040) (Required)

Drop files here

or

Select files

11. After **uploading** your tax return(s), click on **Submit**.



Questions or Need Help Applying?

If you have questions about the PPO Assist Plan, including how to apply, you can contact the HR Resource Center at **(614) 533.8888** or **HRRC@OhioHealth.com**.

Please note: Your application may take up to two business weeks for processing. Once your application is reviewed, you will receive a Workday notification.