



# Highmark Delaware

## Mental Health Parity and Addiction Equity Act Employee Count Determination Form

**PLEASE RETURN THIS FORM WITHIN 15 DAYS OF RECEIPT.**

To comply with the federal Mental Health Parity and Addiction Equity Act of 2008 (Act), Highmark Blue Cross Blue Shield Delaware (Highmark DE) must collect information from you about your company size to determine if your group is subject to the Act. Both full- and part-time employees are counted in this determination. Answering the questions below will help calculate how many full-time equivalent (FTE) employees your company has, by also counting each part-time and seasonal employee as a fraction of a full-time employee.

As you complete this form, please include all full-time, part-time and seasonal employees for 2011 — whether or not they are covered by Highmark DE. **Please note that you must promptly notify your Highmark DE Account Representative if your total employee count changes to above or below 100 employees in the future.**

Account name:		
Highmark DE group number (if existing Highmark DE group):		
<b>Calculation of FTE employees for 2011:</b>		
A. Total of all employment hours for 2011 (including all full-time, part-time and seasonal employees)		
B. Total hours in excess of 40 per week for any employee (overtime hours)	-	
C. Net total regular hours (subtract B from A)	=	
D. Number of annual full-time hours per employee (a full-time employee's weekly hours multiplied by the number of weeks worked per year)	÷	
E. Total number of FTE employees (divide C by D)	=	

**Example:** Your company had 100,000 total hours worked in 2011, including 10,000 overtime hours, equaling a net total regular hours of 90,000 for that year. If your company has standard business hours, with full-time employees working 40-hours per week for 52 weeks, your annual full-time hours per full-time employee equal 2,080. When you divide 90,000 (your net regular hours) by 2,080 (the number of hours a regular full-time employee works per year), you have 43 FTE employees by this definition.

A. Total of all employment hours for 2011		100,000
B. Total hours in excess of 40 per week for any employee (overtime hours)	-	10,000
C. Net total regular hours	=	90,000
D. Number of annual full-time hours per employee	÷	2,080
E. Total number of FTE employees	=	43

*I understand that Highmark DE is relying upon my answers to the above questions to comply with federal law. I am authorized to report this information on behalf of my business or organization. I certify that the answers are true and correct to the best of my knowledge and belief. I understand that I am responsible for promptly notifying Highmark DE if my answers to the above questions change.*

Signature of Company Officer or Authorized Representative

Title

\_\_\_\_\_

\_\_\_\_\_

Printed Name

Date (MM/DD/YYYY)

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