



# **Laborers' COMBINED FUNDS OF WESTERN PENNSYLVANIA**

*Serving the Laborers' District Council of Western Pennsylvania  
Pension Fund, Welfare Fund and other affiliated Funds*



12 EIGHTH STREET • SUITE 500 • PITTSBURGH, PENNSYLVANIA 15222  
PHONE: 412-263-0900 • WEBSITE: [www.lcfowpa.com](http://www.lcfowpa.com)

## **IMPORTANT NOTICE ABOUT COORDINATION OF BENEFITS**

**EACH YEAR ALL MEMBERS MUST CONTACT HIGHMARK'S DEDICATED LABORERS' CUSTOMER SERVICE UNIT TO PROVIDE INSURANCE INFORMATION. THIS MUST BE DONE EVEN IF YOU AND YOUR DEPENDENT(S) HAVE NO OTHER INSURANCE COVERAGE.**

Failure to contact Highmark may result in claims not being processed timely.

- Each calendar year the initial claim for each member of your family will be pended until Highmark is contacted and told if you have other insurance coverage or not.
- If Highmark does not receive the needed insurance information the initial claim and all following claims will be pended until the information is received.
- Updating your insurance information is easy. You can:
- Update the information online using the Highmark website:
  - Access [www.highmarkbcbs.com](http://www.highmarkbcbs.com)
  - Login using the same credentials that you use to do your Wellness Survey
  - Choose "Other member information" from your Member Home screen
  - Choose "Other Insurance"
  - Select the proper radio button for both Other Insurance and Medicare for each covered individual listed
  - Click "Next" and review your selections
  - If all is OK, click "Submit"
  - Log Out when done
- Call Highmark member service using the number on the back of your Highmark ID card (1-866-594-1732) and confirm if you and your dependent(s) do or do not have other insurance coverage.

**For Calls Made in Pennsylvania but Outside Metropolitan Pittsburgh, Use Toll Free Number: 1-800-242-2538**

**FAX NUMBERS:** Benefits Dept. – 1-412-263-2813 • Reports Dept. – 1-412-263-2825 • Administrative Dept. – 1-412-263-2084  
**EMAIL:** Welfare Dept - [benefits@lcfowpa.com](mailto:benefits@lcfowpa.com) • Pension Dept - [pension@lcfowpa.com](mailto:pension@lcfowpa.com) • Reports Dept – [reports@lcfowpa.com](mailto:reports@lcfowpa.com)