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HOW DO I...LET NHI KNOW I CHANGED JOBS?

Beneficiaries must notify NHI of any job changes within fourteen (14) days

You landed a new job? Congratulations! While making your transition, take some time to notify National Health Insurance (NHI) of your change in employment. That way, you will maintain your healthcare benefits.

When should you notify NHI? As soon as you begin your new job. Beneficiaries must notify NHI of any job changes within fourteen (14) days. If notification is not done within the time frame established, beneficiaries will incur a \$20 late notification fee. However, if a beneficiary refuses to notify NHI, they are liable on summary conviction to a fine not exceeding \$1,000.

How do you notify NHI of the change? Beneficiaries should fill out the 'Notification of Change' Form (Form O), found online at www.vinhi.vg. Your new employer should also sign the form and affix the company stamp (where applicable), then return the form to the NHI Office at the Joshua Smith Building, Wickham's Cay, Tortola.

Important note: Employers are also mandated to notify NHI of any employee changes. Employers must notify NHI within seven (7) days of the termination of employment of a person employed by him or her; after which they will be charged a \$20 fee for late notification of change.

For more information, persons can contact the NHI main office via telephone 852-7860 or email info@vinhi.vg.

The National Health Insurance of the Virgin Islands has a mandate to provide affordable access to healthcare services for all legal residents in the Territory, in line with Government's vision, '*Towards a Healthier Virgin Islands*'.

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NOTES TO EDITOR(S): Flier is attached.

Flier Design: April Glasgow

The "*NHI, How do I?*" series is part of a campaign to ensure beneficiaries are well equipped with the information needed to access healthcare services.