



CORPORATE HEADQUARTERS  
2875 West Grand Boulevard | Detroit, Michigan 48202 | (800) 875.WELL | www.wellplan.com

July 29, 2004

Ms. Deborah Hennessey  
Manager, Department of Labor & Economic Growth  
Rapid Response Section  
5<sup>th</sup> Floor, Victor Building  
201 N. Washington Square  
Lansing, MI 48913

RECEIVED  
MDCD-OWD

AUG - 3 2004

WORKFORCE TRANSITION

Re: Notice of Termination of Employees

Dear Ms. Hennessey:

This is a notice of the permanent termination of 354 employees at The Wellness Plan at the following locations:

- Administration Building, 7700 2<sup>nd</sup> Avenue, Detroit, MI 48202
- Gateway Health Center, 2888 W. Grand Blvd, Detroit, MI 48202
- Northwest Health Center, 21040 Greenfield, Oak Park, MI 48237
- East Area Health Clinic, 4909 E. Outer Drive, Detroit, MI 48234
- Muskegon Regional Office, 1708 Sheldon Road, Grand Haven, MI 49417

It is provided to you in accordance with the Department of Labor's Worker Adjustment and Retraining Rules and Regulations, 20 CFR Part 639 ("WARN").

On September 30, 2004, The Wellness Plan will terminate non-essential full and part time employees with the remaining employees being released over the following year. Numbers of employees per position to be affected are listed on Attachment A.

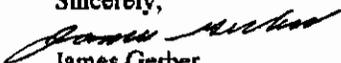
Bumping rights do not exist for person occupying the affected positions.

A copy of our notice to employees who will be affected by this closure is attached. The Wellness Plan physicians are members of a union, Physicians for Responsible Negotiation and have been notified. The union's representative is:

Dr. Linwood Black, PRN Representative  
The Wellness Plan  
7700 Second Avenue  
Detroit, MI 48202

Questions and requests for further information should be directed to Janice Wingo-Sylvertooth, Director, Human Resources, at 313.202.8660.

Sincerely,

  
James Gerber  
Deputy Rehabilitator

Attachment



30+ Years of Service

State Licensed  
Health Maintenance  
Organization

**THE WELLNESS PLAN**  
**Attachment A**

As explained in the accompanying letter, employees currently holding positions in the job titles listed below will be affected by the termination of operations of The Wellness Plan's facilities located at:

Administration Building, 7700 2<sup>nd</sup> Avenue, Detroit, MI 48202  
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Job position eliminations will begin on September 30, 2004

Job Title	Number of Positions	Job Title	Number of Positions	Job Title	Number of Positions
Abnormal Lab Clerk	3	Human Resources Generalist	2	Release of Info Corresp	2
Accountant II	2	Interim Director	1	Risk Management Specialist	1
Accounting Support Specialist	1	Inventory Control Clerk	1	RN	6
Accounts Payable Processor	1	Laboratory Assistant	2	Senior Health Economic Analyst	1
Administrative Assistant	1	Lead Service Specialist	2	Senior Accounting Specialist	1
Administrative Support Assistant	3	LPN	20	Senior Business Tech Analyst	2
Ancillary Assistant	1	Mail Receipt Clerk	1	Senior Accounts Payable Specialist	1
Appeals Assistant	1	Manager, Quality & Customer	1	Senior Programmer Analyst	3
Billing & Collection Specialist	2	Manager, Adjustments & Appeals	1	Senior Reimbursement Specialist	2
Business Technical Analyst	5	Manager, Application Systems	2	Staff Assistant	1
Case Manager	5	Manager, C.S. Operations	1	Staff Attorney	1
CBX Operator I	2	Manager, Complaints & Appeals	1	Staging Technician	1
CBX Operator II	2	Manager, Corp Compliance & Risk	1	Subrogation & 3 <sup>rd</sup> Party Recovery	1
Chief Physician	3	Manager, Health Services Mgt	1	Supervisor, Application Systems	1
Claims Examiner	12	Manager, Human Resources	1	Supervisor, Computer Operations	1
Claims Inquiry Specialist	1	Manager, Laboratory Services	1	Supervisor, Laboratory	1
Claims Mgt Services Assistant	1	Manager, Medical Records	1	Supervisor, Material Distribution	1
Claims Performance Specialist	1	Manager, Operation Improve	1	Supervisor, Medical Records	1
Clinical Pharmacist	16	Manager, Patient Processing	1	Supervisor, Member Admin Proc	1
Commercial Specialist	1	Manager, Provider Contracting	1	Supervisor, Pharmacy	4
Complaints & Appeals Specialist	1	Manager, Provider Reim/ Acct	1	Supervisor, Tech Serv/Security	1
Compliance Administrative Analyst	1	Manager, Purchasing and Facility	1	Supervisor, Telecommunications	1
Computer Operator II	1	Manager, Quality Management	1	Technical Support Coordinator	1
Computer Support Technician	1	Manager, Telecommunications	1	Unit Clerk	18
Consultation Coordinator	1	Maternal Supp Serv Coordinator	1	Utilization Management Assistant	3
Controller	1	Medical Assistant	30	Utilization Review Coordinator	9
Coordinator, Mail Service & Fleet	1	Medical Director	1		
Coord Benefits Specialist	1	Medical Lab Tech	2	<b>Total number of employees:</b>	<b>354</b>
Coordinator Provider Database	1	Medical Rec Coder	1		
Coordinator, Member Admin Proc	1	Medical Record File Clerk	1		
Coordinator, Member Retention	1	Medical Technologist	4		
Credentialing Coordinator	2	Membership Database Maint Analyst	1		
Credentialing Manager	1	Network Support Technician	1		
Customer Service Asst./Secretary	1	Nursing Supervisor	3		
Customer Service Specialist	7	PC/Network Support Specialist	1		
Data Entry Clerk	6	Pediatric Case Manager	1		
Database Specialist	1	Pharmacy Assistant	1		
Director, Human Resources	1	Pharmacy Services Assistant	1		
Director, Community Affairs	1	Pharmacy Technician	17		
Director, Customer Services	1	Physician	23		
Director, Information Technology	1	Programmer Analyst I	1		
Director, Pharmacy	1	Programmer Analyst II	3		
Director, Quality Management	1	Provider Database Main Analyst	1		
Director, Recovery & Third Party	1	Provider Relations Representative	1		
Disease Management Coordinator	1	Provider Service Specialist	1		
Distribution Technician	1	Purchasing Agent Coordinator	1		
Encounter Clerk	1	Quality Risk Analyst	4		
Executive Secretary	6	Radiology Technician	2		
Expediter/ Assistant	1	Record Control Clerk I	10		
Facility Coordinator	2	Record Control Clerk II	1		
Head Nurse- RN	1	Referral Specialist	4		
Health Services Mgt Liasion	1	Regional Contracting Officer	2		
HSM Outcomes Analyst	1	Regional Service Officer	1		
Human Resources Assistant	1	Release of Info Clerk	1		



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July 29, 2004

Dear Employee:

The right to serve The Wellness Plan's membership will be terminated as of September 30, 2004; the membership will be purchased and served by Molina Healthcare of Michigan, McLaren Health Plan and Total Health Care, effective October 1, 2004. The Wellness Plan will continue to operate as an HMO and serve its Medicaid members until this date.

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Regretfully, it has become necessary for The Wellness Plan to terminate your employment effective September 30, 2004. Therefore, in accordance with the Worker Adjustment and Retraining Notification (WARN) Act of 1988, this document will serve as a minimum of 60 days notice of termination to you. Bumping rights do not exist for persons occupying the affected positions.

If you have any questions or need additional information, you may contact Janice Wingo-Sylvertooth, Director of Human Resources, at 313.202.8660.

We thank you for all your services and wish you all the best for the future.

Sincerely,

James Gerber  
Deputy Rehabilitator



30+ Years of Service

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