

Prominence[®]

Health Plan

Small Group and Association Health Plans (2-50) New Business Checklist

PLEASE NOTE: This checklist is provided as a guide. The carrier may require additional items and documentation. For a complete list please refer to the PHP small group Underwriting Guidelines. Please use the latest version of forms.

In order to provide you and your client with a timely implementation, submissions must be received by the last business day of the month prior to the proposed effective date. If any missing paperwork is received after the 5th of the month following the proposed effective date, the group will be moved to the following month and rates will be trended one month:

Small Group

- ☐ Completed Master Application
- ☐ ACH Form -or- Premium Check (copy if being mailed)
- ☐ Enrollment Forms -or- Enrollment Spreadsheet
- ☐ Waivers (if any)
- ☐ Business License
- ☐ Most recent Quarterly Wage & Tax statement (QW&T) Note: this only applies to 1 to 2 Person Groups
- ☐ Sold Rates

Association Health Plans:

- ☐ Completed Master Application
- ☐ ACH Form -or- Premium Check (copy if being mailed)
- ☐ Association Membership for the group
- ☐ Enrollment Forms -or- Enrollment Spreadsheet
- ☐ Business License
- ☐ Most recent Quarterly Wage & Tax statement (QW&T) Note: this only applies to 1 to 2 Person Groups
- ☐ Sold rates

After approval, prior carrier termination letter must be submitted by the employer or broker.

Important Reminder: To help your client comply with ACA requirements, provide a copy of the appropriate Summary of Benefits and Coverage (SBC) to each employee at the Enrollment Meeting, via email or by posting on an internal company website. For the most recent information regarding Prominence Health Plan's SBCs, contact your Word & Brown Representative.