

## Prominence® Health Plan

### SMALL GROUP (2-50) SUBMISSION CHECKLIST — MEDICAL

**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:

- ☐ Completed Small Group (2-50) Master Application.
  - ☐ Most recent Quarterly Wage and Tax report or payroll or tax records (reconciled) that verify wages and employment for **all full time** employees. All groups must meet Compliance requirements before final rates are released. See attached list of acceptable proof. If owners are not on the QW&T please provide a completed Sole Proprietor, Partner or Corporate Officer Statement form, along with any paperwork listed on the form.
  - ☐ Completed Enrollment forms for all employees with requested information about their enrolling dependents.
    - \*\* Important to note:
      - Employees who are waiving coverage must complete form sections A and H. If an employee is waving due to coverage elsewhere, a copy of the other carrier ID card must be provided.
      - For member dependents with different last names than member, Prominence Health Plan will require additional documentation to connect members to his/her dependents. In some cases both a marriage certificate and birth certificate may be necessary. Member will have 30 days from the start of the coverage to provide this information before coverage will term back to the effective date of coverage.
      - To avoid delays in processing an HMO member, HMO applicants **MUST** select an approved PCP during initial enrollment.
  - ☐ For groups electing to cover Domestic Partnership – A Certificate of Registered Domestic Partnership from the state is required when member is enrolling for domestic partners. If the domestic partner has not registered with the state, coverage for the domestic partner will take effect on the date the Certificate of Registered Domestic Partnership is approved by the state.
  - ☐ Employer Check for the first month's premium made payable to "Prominence Health Plan."
- \*\* Census enrollment also accepted. Please contact your Prominence Health Plan account executive for an approved census format.**

**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.

# Prominence®

## Health Plan

### Documentation Requirements for Each Business Type

*Groups must be a partnership, corporation, subsidiary or an associated firm provided such firm has authority to purchase group health coverage for the employees of the applicant group. In some instances, an employer or corporation may control several subsidiary companies whose employees may be covered under the parent company's group policy.*

Business Type	In business more than 90 days	In business less than 90 days
<b>C Corporation</b>	Nevada Employer's Quarterly Wage and Tax Report	Payroll records and Articles of Incorporation
<b>S Corporation</b>	Nevada Employer's Quarterly Wage and Tax Report or K-1 for shareholder's income	Payroll records and Articles of Incorporation
<b>Partnership</b>	K-1 for partner's income or Schedule SE (self employment tax) <b>or</b> Form 1065 Partnership Return and Nevada Employer's Quarterly Wage and Tax Report.	Partnership Agreement and SS-4 (application for tax ID) and payroll records.
<b>Limited Liability Company (LLC)</b>	May file as either a C Corporation or Partnership ( <b>refer to above</b> )	May file as either a C Corporation or Partnership ( <b>refer to above</b> )
<b>Sole Proprietorship</b>	Schedule SE and Schedule C filed 1040 (tax return) and Nevada Employer's Quarterly Wage and Tax Report for salaried employees.	Payroll records and SS-4 or appropriate tax ID verification. A sole proprietor can use a Social Security number instead of getting a new tax ID number.
<b>Farm</b>	Form 1040 and Schedule F or K-1 Farms can also file Form 1041, 1065 and or 1065B	Payroll records
<b>Non-Profit Organization</b>	Form 940 or Form 990	Articles of Incorporation and IRS confirmation of nonprofit status
<b>Start-up Groups</b>	Not applicable	6 weeks payroll records, business license and Articles of Incorporation.  A new business can not be accepted until payroll records are available