

Small Group Medical	Underwriting Case Submission				Client Experience Maintenance	
	Underwriting Submission Tool	PDF EE Applications Required	Census Enrollment Template	Applications Submitted to Carrier	Member ID Number Availability	Adds/Terms/Member Level Changes
	Email	•	•		3-5 days after approval	Portal
	EDI	•	•		Same day as approval*	Portal or API
	Portal	•	•		Same day as approval	Portal
	API	•		•	IDs not provided	API
	Portal	•	•		3-4 days after approval	Email
	API	•	•		Same day as approval**	API
	Email	•	•		IDs not provided	Email
	Email	•		•	IDs not provided	Email
	Portal	•	•		IDs not provided	Portal
	Email	•		•	IDs not provided	Portal

*Groups that experience enrollment issues or API/EDI transaction errors are subject standard ID turnaround times (1-2 business days non-peak)

**Some cases may be routed for internal review. If cases are routed, the medical record numbers would be available within 1-2 days of approval.

Category Definitions

Underwriting Submission Tool

Carrier has an enrollment system for W&B Underwriting to submit new case submissions.

PDF EE Applications Required

Carrier requires that applications are completed by each member and made available to carrier at their discretion.

Census Enrollment Template

Carrier has a census enrollment template/workbook that brokers and GAs can use for submission.

Applications Submitted to Carrier

- Complete case copy is required by CaliforniaChoice.
- Anthem Blue Cross will require waivers when confirmation of participation is needed.

Member ID Number Availability

ID numbers are available to download from carrier portal.

Adds/Terms/Member Level Changes

W&B uses the preferred and quickest method of submission to the carrier.