

ANTHEM ASSOCIATION HEALTH PLAN (AHP) NEW GROUP SUBMISSION CHECKLIST



PLEASE NOTE: This checklist is provided as a guide. The carrier may require additional items and documentation. Please refer to the carrier's underwriting guidelines for a complete list of requirements. Please use the latest version of forms.

Our goal is to process your new group enrollment easily and efficiently in order to provide you and your client with a quick approval. The following list outlines the health plan's case submission requests:

Sold Case / Enrollment

- Client Implementation Questionnaire (CIQ) with EFT
- Excel Enrollment and Waivers
- Signed Original Quote/Proposal
- Cobra Document
- Nevada Quarterly Wage & Tax Report (justified)
- Submit sold case information to Word and Brown
- Cutoff date is 25th of each month

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 Anthem's SBCs, contact your Word & Brown Representative.