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CALIFORNIA - NEW GROUP

ANTHEM LARGE GROUP TO ANTHEM SMALL GROUP CHECKLIST

Anthem

This checklist should be used only for Anthem Large Group groups moving to Anthem Small Group.
Please review all requirements below for submission. Incomplete submissions could delay processing time.

Complete, sign, and date the "Agent's Attestation" section of the Employer Application.

Please submit all necessary forms and documentation, including:

☐ 1. A copy of agent's final sold quote. If you are in need of a quote, please utilize our Rapid Quote Request form and email to Connect@anthem.com.

☐ 2. The most current Employer Enrollment Application (including Cal-COBRA/COBRA/Medical Leave Questionnaire, if applicable) for each group applying.

☐ 3. The most current Employee application or forms.

- For medical only, if the subscribers of the Anthem Large Group are enrolling with no changes in census information, each subscriber may complete the document titled, "Anthem Large to Anthem Small Group Employee Medical Transition Form".
- If there are new hires, family additions, and/or changes to the current enrollment census, the employee will need to complete the current employee enrollment applications from all employees enrolling.

☐ 4. Waivers from all employees not electing coverage. *This is only applicable if you are using the full Employee Application.*

☐ 5. Collect the enrollment data.

If you have collected the employee data using Anthem Large Group to Anthem Small Group form (for medical only groups), the Simple Census is required. (Please contact your Anthem Representative for the LG census data.)

If you have collected the employee data using the Employee Application, you may use the Simple Census or submit the Employee application along with the required group documents.

☐ 6. A completed Electronic Debit Payment form for 100% of the first month's premium. (If electronic debit is not agreed to, a company check may be accepted, subject to additional processing time.)

Anthem will accept new group submissions for the following effective dates:

- 1st of the month — submit by the 5th working day of the month.
- 15th of the month — submit by the 12th calendar day of the month.

Email new business submission to: newsguwca@anthem.com