



## DHMO

**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:

- Employer Application.
- Employee Application. Provider code must be indicated on application.
- Late Group Acknowledgment Form – Required if group is submitted after the 20th of the month before the requested effective date. Employers must provide a typewritten list of covered employees, dependents and dentist selected for those enrolling.
- Employer contribution.
- Plans: 1000, 2000 & 3000 require a minimum of 2 enrolling.
- Plans: 1000S, 2000S & 3000S require a minimum of 5 enrolling.
- Overage dependents must be full time students. Please provide a copy of class schedule or transcript showing number of units they are enrolled in.
- Employer's check – Please make check payable to "SmileSaver."
- Agent Appointment Form, W9 and copy of license.
- Dual Choice requires a minimum of 4 employees enrolling on DHMO.
- SM10 is included for everyone enrolling on dental. For SM20/20 a minimum of 2 employees must enroll. For SM30 a minimum 5 employees must enroll.

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