

Prominence[®]

Health Plan

LARGE GROUP (51+) 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 Large Group (51+) Master Application.
- ☐ Census enrollment or completed enrollment forms for all employees with requested information about their enrolling dependents. If providing via census enrollment, please contact your PHP account executive for an approved census format. Important to note:
 - Employees who are waiving coverage must complete form sections A and H. If an employee is waiving due to coverage elsewhere, a copy of the other carrier ID card must be provided.
 - For member dependents with different last names than member, PHP 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."

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.