

Spend Less Time on Administration and More on Your Business

Your bill contains the following information:

- Name and phone number of your Billing Representative
- Monthly premium
- Outstanding balance
- Recent payment
- Account detail — the total number of subscribers and dependents listed for your group and the total premium due
- Current subscriber details — a list of each subscriber and the premium due
- Retroactive adjustments — a list of members that were added, deleted or changed since your last billing statement

Please pay the total amount due on the bill. If bills are not paid in full by the due date, payment of claims may be suspended for the group.

Do not add, change, and/or delete members by writing on the bill.

Submit any changes as they occur, using the Employee Change Form Application or the Employee Termination Report. Fax the form to your Billing Representative.

When members are added or deleted after the billing date, we will adjust your premiums on the next bill. The last section of your bill will reflect those retroactive adjustments.

Please do not send written correspondence with your payment. The payment goes to our banking institution, not Anthem. If you do have correspondence for us, please send it to the Enrollment & Billing mailing address shown on the "Contact Information" sheet.

Claims will be processed, even for members not yet listed on the bill, as long as:

- You've submitted the membership changes
- We've processed those changes
- Your group is paid up to a current date

Please use the envelope provided for timely bill payment.

Consult your Group Administration Manual for additional information about Anthem's "pay as billed" process and other billing policies. If you have any questions, please call your Billing Specialist.

