

# Small group (2-50) renewal benefit change/reclass



Signed paperwork must be received by Anthem prior to the effective date of the change requested.

## Central Region broker checklist

- Group name and group number
- Anthem's benefit/rate proposal (a.k.a. signed proposal)

Must be signed by the group representative showing confirmation of benefits chosen. It is important to ensure that the signed proposal shows the correct benefit, census information, effective date, contract choice selection along with the age/gender differences. If there is a discrepancy, manual modifications will not be accepted, a corrected proposal must be signed.

*For downgrades:* only the benefits that are changing need to be included on the signed proposal.

- Does the group have dual choice or multiple benefit offering?
  - Yes *(If yes, a list of subscribers to be enrolled in each plan should be included with the benefit change paperwork.)*
  - No
- Does the group have CDHP?
  - Yes
  - No
- HSA Group – will the group be using Mellon Bank?
  - Yes *(If using Mellon Bank, the signed HSA agreement, and group e-mail address is required.)*
  - No *(Ensure the group indicates they are NOT using Mellon Bank.)*
- HRA – Electronic Funds Transfer (EFT) Authorization Form with voided check for Premium draft is required.

If you are faxing the Benefit Change/Reclass paperwork to Anthem, please make sure you use a fax cover page that includes the following information: broker name, broker e-mail address, group name, group number and effective date of change.

## Off-cycle reclass

**Kentucky Groups Only:** If the Group is requesting an off-cycle reclass, please include a letter on the Groups' letterhead indicating their understanding that the premium rates will not be effective for 12 months.