

Ohio Broker Small Group (2-50) Checklist



*Please have New Groups in to M.I.S. no later than 25th of the month

Submit your Ohio Small Group new cases

By e-mail:

sgnb_ky-wellpoint@anthem.com
(Please include a copy of the binder check in the e-mail submission and mail the original to the address below.)

By mail:

Send the entire new case submission to the following address:

Ohio Small Group
New Business Implementation
Anthem Blue Cross and Blue Shield
13550 Triton Park Blvd
Louisville, KY 40223

By fax:

502-889-2305 or 502-889-2306

Group name

Broker name

Agency name

Address

City/state

Zip code

E-mail

()

Phone no.

()

Fax no.

- Anthem Employer Application Form A-100 Rev (07/07)*
 - Anthem Employee Applications* (Employee applications are not valid if the signature date is greater than 90 days prior to the effective date) Form A-216 Rev (07/07)
 - A completed application must be submitted for all employees working 25+ hours per week, all new hires, employees currently in their waiting period and employees who are waiving coverage.
 - Most Recent Quarterly Wage and Tax Statement/UC1 Form* (Employer must denote each employee's status (fulltime, part-time, termed, etc.) and add all new hires (along with their status) on the statement.
 - Most Recent Prior Carrier Bill* (dated within 30 days of requested effective date, if group had prior health insurance)
 - Anthem's Benefit/Rate Proposal* (signed and dated)
 - Initial Premium Check* (Check must be made payable to Anthem Blue Cross and Blue Shield.)
- All of the above items must be received on or before the requested effective date.**
- Chamber/Association Membership Information (if applicable)*
 - For new Chamber/Association members:** Mail all original paperwork to the appropriate Chamber/Association and submit a copy of the Chamber/Association application and check to Anthem with the new case submission.
 - For existing members:** Submit either a letter from the Chamber/Association verifying membership, a copy of the membership card or a screen shot of the Chamber/Association web site listing the company as a member.
 - If selecting Lumenos HSA with Mellon Bank, complete the question on the Employer Application, "Do you want Anthem to facilitate opening a Health Savings Account with Mellon?"*
 - If selecting Lumenos HSA with Mellon Bank, the group must submit a signed and dated HSA agreement with the completed paperwork.*
 - If selecting Lumenos HRA, the group must submit the Lumenos EFT Form with a voided check.*
 - Does the group have Arizona residents? Yes No

**With your help, customers can enjoy a smooth transition to Anthem coverage.
Thank you for your business.**