

# UnitedHealthcare

## New Case Checklist

**To ensure that your case is properly processed, it is important to include the following information with your case submission:**

- Group Application
- Complete applications or waivers on all eligible employees working 25 or more hours – including those employees in the waiting period.
- Prior carrier bill
- OBES quarterly wage and tax report, **or** a census form for groups with 10 or more employees, is required for all submitted groups.
- First month premium check made payable to UnitedHealthcare
- 75% participation (No less than 75 percent of eligible employees in a group must be covered, excluding those waiving coverage under another employer-based plan or Medicare. At least 50 percent of employees must enroll.)

**To assist processing, UnitedHealthcare reserves the right to contact a group directly for missing enrollment information.**