

# SMALL GROUP ENROLLMENT CHECKLIST

## ANTHEM BLUE CROSS

### Employer

- Employer Application.** Fully complete all sections including the Cal-COBRA/COBRA/FMLA Questionnaire.
- Reconciled DE-9C/Quarterly Wage Report. Provide the most recent filed copy.
- Eligibility Statement** and ownership document for each sole proprietor, partner, or corporate officer not listed on the DE-9C.
- Electronic Debit Payment** or Company Check (made payable to Anthem Blue Cross) for the first month's exact premium.
- Prior Carrier Bill. Must list all subscribers. Required if replacing existing group coverage.
- Attestation Form** for determining group size. This is required for groups with 80+ total employee to confirm that a group does not exceed 100 FTEs.

### Additional Forms, if Applicable

- Conditions of Enrollment for Start-up Companies (less than 30 days in business) / PEO Spin-Off Groups.** Required if company has been in business less than 30 days or has cancelled its PEO contract and is enrolling contingent on payroll records being received by Anthem.
- HSA Questionnaire.** Required for groups requesting to set-up an HSA Account with Act Wise through Anthem.
- Specialty Benefit Modification Form.** Complete to add or change dental, vision, life, or disability to existing medical coverage. Also submit the following:
  - o Employee enrollment applications for any employee previously waiving medical coverage
  - o Employee Waiver form for any employee currently enrolled in medical now waiving coverage
  - o Copy of sold quote
- Premium Only Plan (POP) Enrollment Form** and a separate check in the amount of \$125 payable to Anthem Blue Cross when requesting Section 125 plan administration services.

### Employee

- Employee Application.** All eligible employees must complete an application to enroll or waive coverage.
  - ✓ **Employee Waiver Form** for employees waiving coverage.
- Evidence of Insurability Form.** Required if applying for life coverage over the GI amount.
- Continuity/Transition of Care Request Form** for those employees receiving ongoing care.

### Broker

- Verify Broker Agent Appointment with Anthem.
- Ask your LISI RSM to make sure the GAR file is set up between LISI and Broker/Agency. This will speed up the process.

Please call your LISI Sales Team for more information: 866.570.LISI (5474) or  
Securely upload your case submission at <https://www.lisibroker.com/online-case-status>

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## ANTHEM BLUE CROSS ENROLLMENT TIPS

### Current Promotions

New! **Multiple Networks Promo** runs 10/1/20 – 3/15/21. Allows an employer group to have two options to pair networks in all regions:

- Option 1: Chose any **2 HMO** networks (Full, Select, or Priority Select) + **1 PPO** network (Full or Select).

OR

- Option 2: Chose **2 PPO** networks (Full and Select) + **1 HMO** network (Full, Select, or Priority Select).
- No DE-9C required for groups that provide a copy of their current carrier bill showing 6+ active subscribers. Virgin groups are not eligible. Payroll is required for any employee not listed on the current carrier bill.
- Relaxed Participation. 25% for groups with 5+ enrolled. 65% for groups 1-4 enrolled.
- IFP is a valid waiver.

### Reminders

- COBRA MEMBERS:** Check with the COBRA administrator to verify if any former employees or covered dependents are currently enrolled through COBRA. These individuals will need to be notified by your administrator of the plan change.
- CAL-COBRA MEMBERS:** For groups subject to Cal-COBRA, check with your prior carrier to verify if any former employees or covered dependents are currently enrolled; the employer will need to notify these individuals. \*Provide a separate check from enrollee for any Cal-Cobra premium.
- SIGNATURES:** Application signature dates may not be more than 60 days prior to the requested effective date.

### DE-9C/Payroll Requirement

- Every employee must be accounted for on the DE-9C.
- New hires not shown on the DE-9C must provide one month of payroll listing wages earned and taxes withheld. If they are just hired and enrolling, an employer letter must be provided stating employee name(s) and hire date(s).
- No DE-9C required for specialty line only sales or sales where specialty lines are being added to medical already enforce.

### Summary of Benefits and Coverage (SBC)

SBC must be provided to each employee and beneficiary who is eligible to participate. You can download Anthem SBCs by visiting <http://sbc.anthem.com>.

### Acceptable Ownership Documents

In Business 1 - 3 months	
Corporations	<ul style="list-style-type: none"> <li>Articles of Incorporation<sup>1</sup>, and Statement of Information<sup>1</sup>, or</li> <li>Corporate meeting minutes listing names of all officers</li> </ul>
Partnership, Limited Partnership (LP), Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> <li>A Partnership Agreement listing all partners, and Federal Tax ID appointment letter may be substituted</li> </ul>
Limited Liability Company (LLC)	<ul style="list-style-type: none"> <li>Articles of Organization<sup>1</sup> and Operating Agreement, or</li> <li>Statement of Information<sup>1</sup></li> </ul>
Sole Proprietorship	<ul style="list-style-type: none"> <li>Business License listing the owner name, or</li> <li>Fictitious Business Name Filing</li> </ul>
In Business 3+ months	
Corporations	<ul style="list-style-type: none"> <li>Statement of Information<sup>1</sup>. Note, if the percentage of ownership is 0%, the enrolling Corporate Officer must appear on the DE9C.</li> <li>Certificate of Qualification<sup>1</sup> is also required for corporation established out of the state.</li> </ul>
Partnership, Limited Partnership (LP), Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> <li>Schedule K-1<sup>2</sup>. If not available due to the length of time in business, a Partnership Agreement and Federal Tax ID appointment letter may be substituted.</li> <li>Limited Partners of a LP are ineligible unless they appear on the DE-9C. LP established out of state must also provide a <a href="#">Foreign Limited Partnership Application for Registration</a><sup>1</sup></li> <li>LLP established out of state must also provide a <a href="#">Registered Limited Liability Partnership Certificate of Registration</a><sup>1</sup></li> </ul>
Limited Liability Company (LLC)	<ul style="list-style-type: none"> <li>Schedule K-1<sup>2</sup>. If this is not available a Statement of Information<sup>1</sup> or Articles of Organization<sup>1</sup> with Operating Agreement may be substituted.</li> <li>LLC established out of state must also provide a <a href="#">Limited Liability Company Application of Registration</a><sup>1</sup></li> </ul>
Sole Proprietorship	<ul style="list-style-type: none"> <li>Current Schedule C<sup>2</sup>. If this is not available a California Business License or Fictitious Business Name filing may be substituted.</li> </ul>

<sup>1</sup> Provide a copy of the most recently filed and stamped document from California Secretary of State listing the officers/owners.

<sup>2</sup> Provide the most recently filed IRS tax return.