

# Submission Requirements

Group:

Effective Date:  /  /  Plans:

## FINAL UNDERWRITING REQUIREMENTS – ARA SUBMISSIONS

- 1. Plan Service Agreement
- 2. Employer Certification for Self-Funding Form
- 3. Final Enrollment Census and Plan Selections:
  - ⇒ **Columns A-I** must be completed for underwriting
  - ⇒ **Columns J-O** must be completed for enrollment
- 4. ARA Waiver Certification – ARA Groups only – *signed via DocuSign*
- 5. Copy of Premium Check emailed to BIC. **Must be mailed to SISCO to enroll.**
- 6. Copy of Signed Rates
- 7. Group W9

## FINAL UNDERWRITING REQUIREMENTS – APPLICATION SUBMISSIONS

- 1. Plan Service Agreement
- 2. Employer Certification for Self-Funding Form
- 3. Employee Enrollment forms (Applications for ALL Enrollees including COBRA)
- 4. Waiver Forms (for ALL waiving coverage for any reason)
- 5. Plan Selections for all enrolling (via the portal, or manually added column to enrollment census)
- 6. Copy of Signed Rates
- 7. Copy of Premium Check emailed to BIC. **Must be mailed to SISCO to enroll.**
- 8. Group W9
- 9. Prior Carrier Invoice
- 10. Quarterly Wage & Tax Report

## STOP LOSS APPLICATION DISCLOSURE STATEMENT – ALL GROUPS

- Generated and sent to the broker after all of the above has been completed, submitted and approved.

## ADDITIONAL SET UP DOCUMENTS

### All Groups: US-Rx Documents

- US-Rx Care Client Contact Form
- US-Rx PBM Services Contract: *Sign Pages 11 & 31*

### Cigna PPO Groups

- Cigna PPO Agreement – *signed via DocuSign*

### Galaxy or Maryland Plan Groups

- AIMM Documents: *Referral Form, 2 Letters Signed*

## SISCO ADMINISTRATION FORMS- ALL GROUPS

- ACH Form (*optional*)
- New York Goods Application
- Plan Authorization for Access to PHI
- Plan Documents
- Privacy Certification

## IMPLEMENTATION CALL

Call Scheduled for:  /  /  Call Completed on:  /  /