

## Deadlines for the Late Enrollment Acknowledgement Form

Download, print, complete and submit Premera's Late Enrollment Acknowledgement Form which provides deadlines for completed enrollment materials to be submitted to Premera.

Since Connexion Insurance Solution organizes and checks our producer's enrollment materials, we require earlier deadlines for completing this form and submitting to us. Please include the signed Late Enrollment Acknowledgement form for submissions after these dates:

HSA or HRA Plans	By the <b>first of the month</b> preceding the effective date
All other small group plans	By the <b>5<sup>th</sup> of the month</b> preceding the effective date

For HSA or HRA plans there is more work to do in setting up the accounts for the employer, thus Premera requires an extra ten days to ensure set up by the effective date. If an HSA plan is set up late, please be aware that claims incurred before the account is set up, cannot then be used to pay for the claim.

Also be aware that, even if Premera has fully set up the plan for the group, until the effective date of the plan, neither employers nor members will be able to see or interact with the information about the plan or enrollment on [premera.com](http://premera.com).

**Print, complete and submit** the "Late Enrollment Acknowledgement Form" to Connexion if submitted after the schedule noted above.

See next page for the form.

## Small Group Late Enrollment Acknowledgement

Thank you for choosing Premera Blue Cross for your employees' health care benefits. We appreciate the trust you are placing in us to provide your employees and their families with peace of mind about their health care benefits.

We want you to know that while we will certainly do our best to implement your group as quickly as possible, completed materials must be received at Premera by:

- **5<sup>th</sup> of the month for HRA and HSA plans**
- **10<sup>th</sup> of the month for all other plans**
- Materials received **after the 5<sup>th</sup> of the month for HRA and HSA plans** must include a signed Late Enrollment Acknowledgement form
- Materials received **between the 11-20<sup>th</sup> for all other plans** must include a signed Late Enrollment Acknowledgement form
- Enrollment materials **cannot be received after the 20<sup>th</sup> of the month** for the following month's effective date

Enrollment materials received after the 5<sup>th</sup> of the month for HRA and HSA plans or the 10<sup>th</sup> of the month for all other plans will likely experience delays in receiving the following:

- ID cards
- Access to Pharmacy Benefits
- Benefit Booklets
- Initial Billing Statement
- Access to HRA funds (if selected)
- Access to HSA funds (if selected), for employee reimbursement of claims activities incurred prior to the HSA set-up being complete

In addition, late enrollments and renewals will impact employee awareness and access to the wellness program. We are unable to extend the wellness program completion dates due to late enrollments or renewals.

**ATTESTATION:** Please sign below to acknowledge you understand the potential impact to your employees and their families and have told them of these impacts by sharing the following statement with them:

Due to late submission of our health benefit enrollment materials, your family may not receive your ID cards or be able to access pharmacy benefits by the effective date of coverage. Initially, you may need to pay upfront for services until you're entered into the Premera system.

If you selected an HSA plan, you will not be able to use your Premera HSA funds to refund any claims incurred prior to the setup of the HSA plan.

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Group Representative Name (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Agent/Producer of Record (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date