

Deadlines for the Late Enrollment Acknowledgement Form

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 the dates below.

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

HSA or HRA Plans	By the first of the month preceding the effective date
All other small group plans	By the 5th of the month 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.

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

See the next page for the form.

Small Group Late Enrollment Acknowledgement

We want you to know that while we will certainly do our best to implement your group as quickly as possible, Premera must receive all completed enrollment materials by the **10th of the month for the following month's effective date**. Materials received between the **11th and 20th of the month** must include a signed **Late Acknowledgment Letter**. Incomplete materials may cause delays renewing a group.

Enrollment materials received after the 10th of the month will likely experience delays in receiving the following:

- ID cards
- Access to Pharmacy Benefits
- Benefit Booklets
- Initial Billing Statement
- 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

Title _____
Group Representative Name (Please Print)

Date _____
Signature

General Agent/Producer of Record (Please Print)

Date _____
Signature