

SMALL GROUP

Submission Checklist

Use the following checklist along with the *TIPS for Submitting New Regulated Small Groups* brochure to help you prepare and submit enrollment information for new small groups.

- Is the business a candidate for small employer group coverage?** (2 – 50 total eligible employees on payroll)
- Small Group Employer Application (SGEA)** – Must be completed, signed and dated by the employer (get the most current version of the form at www.bcbstx.com/producer)
- Employee Enrollment Applications** – Application or declination for each eligible employee is required; employees must complete, sign and date
- Signed Small Group Proposal** – Submit the signature page from the proposal with the Group Administrator's signature, the date and the plan(s) selected
- Proof of Wages** – Most recent quarterly Texas Wage and Tax Report (TWC) or other examples as listed in the *TIPS* brochure
- Texas Supplemental Employee Verification Form** – Needed for anyone (including new hires) not listed on the proof of wages documentation (i.e., payroll reports, TWC reports, etc.)
- Proof of Business** – Required only if current Texas Wage and Tax Report is not available; see *TIPS* brochure for examples
- Medicare Secondary Payer Form** – Must be completed, signed and dated by the employer
- Ensure Group Meets 75 Percent Participation Requirement** – Indicate employees who are part-time, seasonal and/or terminated
- Proxy Form**
- Premium Payment Check**

Send paperwork to:

Blue Cross and Blue Shield of Texas
Small Business Service Center
1201 E. Campbell Road
Richardson, TX 75081

Questions?

Contact us at (800) 399-5831

Online Resource:

www.bcbstx.com/producer



BlueCross BlueShield of Texas

Experience. Wellness. Everywhere.™

SMALL GROUP

Important Timelines

Step	Who Does It	Action	Timing*
1.	Broker/Producer	Review all paperwork to check accuracy and completeness. When complete, submit new sold group paperwork to Blue Cross and Blue Shield (BCBSTX) Small Business Service Center at 1201 E. Campbell Rd., Richardson, TX 75081.	At least 14 calendar days prior to the group's effective date
2.	Blue Cross and Blue Shield of Texas (BCBSTX)	Verify accuracy and completeness of all paperwork. If additional or missing information is required, send e-mail to broker. When all requirements are received, forward the group to Underwriting.	Within two business days of receiving completed required documents
3.	BCBSTX	During enrollment, all groups require review by Underwriting . Two different types of review could be warranted depending on medical conditions. NOTE: Medical review occurring during the preliminary quoting process does not negate the need for medical review during enrollment.	Up to four business days after Step 2
4.	BCBSTX	Develop final rates based on actual enrollment documentation submitted. BCBSTX generates either: <ul style="list-style-type: none"> • A Rate Offer Letter, when actual enrollment differs from the proposal, or • A Welcome Letter, when actual enrollment matches the proposal 	Within one business day after underwriting is complete
5.	Broker/Producer	When applicable, have employer review and sign the Rate Offer Letter . E-mail or fax the signed Rate Offer Letter to the Small Business Service Center representative who sent it out. NOTE: Welcome Letters do not require signatures.	Within three business days of receiving the Rate Offer Letter
6.	BCBSTX	Final membership processing occurs after BCBSTX either: A) sends out a Welcome Letter, or B) receives the signed Rate Offer Letter IMPORTANT: Members are not eligible for benefits until this step is completed.	Within two to four business days of mailing the Welcome Letter or receiving the signed Rate Offer Letter
7.	BCBSTX	Generate identification cards for members. NOTE: BCBSTX mails the identification cards via the U.S. Postal Service; delivery times may vary.	Upon completion of Step 6
8.	BCBSTX	Mail Administrative Guide to the employer.	Within 30 days of the group's effective date

*The Timing column represents BCBSTX processing target goals and is not a guarantee.