

1/24 Oregon Small Employer Group (OSEG) Standard Medical Underwriting Guidelines

Eligibility

- ◆ 1-50 employees with a principal business address in Oregon, subject to Out-of-Area Requirements below.
- ◆ Owner-only groups are not eligible. There must be a minimum of 1 enrolled W-2 employee who is not a spouse of the owner or partner.
- ◆ The majority of employees must be employed in Oregon.
- ◆ Probationary period for new hires can be first of the month following the date of hire, or 1 month, 30 days, or 60 days, after the date of hire.
- ◆ The employer group determines the number of hours an employee must work to be considered eligible.
- ◆ Retirees are not eligible.
- ◆ Carve-outs are not available.
- ◆ Workers Compensation must cover all employees except owners and those exempt by the definition of the Oregon WCD.

Contribution/Participation

- ◆ A minimum employer contribution of 50 percent of employee-only premium is required.
- ◆ For groups of 1-5 eligible employees, 66% participation is required. For groups of 6-50 eligible employees, 50% participation is required.
- ◆ Employees waiving coverage due to group coverage through another employer (i.e. spousal coverage), Medicare, Medicaid, Indian Health Services, an individual plan or the Oregon Health Plan, will not be counted against minimum participation.

Rate Information

- ◆ 12-month rate guarantee for new and renewing business.
- ◆ Rating is based on the employer's principal business address in Oregon for all employees, whether residing in Oregon or out of state.

Submission

- ◆ All cases requesting coverage on the 1st must be submitted by the 5th of the month for which coverage is to be effective.
- ◆ For groups effective on the 15th cases must be submitted by the 20th of the month for which coverage is to be effective. *Note:* This option is available for groups losing coverage mid-month only.
- ◆ For groups not meeting participation and/or contribution guidelines, cases must be submitted between 11/15 and 12/15 for a 1/1 effective date.

Benefit Offering-Enhanced Choice

- ◆ Available for groups of 2-50 active enrolled employees.

Riders

- ◆ Groups may choose one Dental, Vision and/or Alternative Care rider to attach to the medical plan.
- ◆ Groups may only select one of each type of rider to accompany their medical plan selection/s.
- ◆ Subscriber enrollment must match medical.
- ◆ Standalone is not available.

Dental

- ◆ Dental subscriber enrollment must match medical.
- ◆ Minimum employer contribution must be 50 percent of employee-only dental coverage.
- ◆ A minimum of 2 employees must enroll. A minimum of 10 employees must enroll in any plan with orthodontia.

Vision

- ◆ Vision subscriber enrollment must match medical.
- ◆ Minimum employer contribution must be 50 percent of employee-only vision coverage.
- ◆ A minimum of 2 employees must enroll.

PEO Groups:

- ◆ The group must demonstrate it has the right to direct the work of its employees, as well as the right to make personnel decisions, such as hiring and firing.
- ◆ All standard underwriting guidelines apply.

New Group Paperwork Requirements

- ◆ 1-5 Enrollees
 - Form 132 is required for groups that have been in business long enough to have one. *Note:* Groups that have not been in business long enough to have Form 132 may submit 2 weeks of payroll.
 - Ownership documents must be submitted for owners not appearing on the Form 132.
 - Small Business Application
 - Census Enrollment Spreadsheet
 - Voided business check and accompanying EFT (Electronic Funds Transfer) Form
- ◆ 6-50 Enrollees
 - Small Business Application
 - Census Enrollment Spreadsheet
 - Voided business check and accompanying EFT (Electronic Funds Transfer) Form