



## New Case Submission Rules & Timelines for OR Small Groups

Health Net is looking to you, as our business partners, to ensure that the onboarding process for new groups is as seamless as possible. To achieve this, Health Net must receive the completed, signed, and dated submission documents by the dates set.

Below are the documents that are required at the time of new case submission:

- Live check or copy of check.
- Copy of sold quote and plan selections.
- Signed and completed Group Plan Contact (GPC) Application.
- Producers must submit the Employee Census Enrollment Form found on Health Net's [Broker Hub](#) with the understanding that the producers are responsible for retaining all signed and completed forms.
- Required Paperwork listed below:
  - **Form 132** (1-5 enrollees)
    - Groups that have not been in business long enough to have Form 132 may submit 2 weeks of payroll.
    - Legal Ownership documentation if owner(s) is not listed on Form 132.
  - **Group Census Form** (All enrollees)

Please note the dates and times listed in the below Submission Calendar are when Underwriting must receive all the required documents stated above. The required documents must be sent in advance of the deadline to allow Sales time to review the submission. Cases that are sent to Sales less than 2 days prior to the deadline may not be able to reserve the effective date if information is missing or incomplete.

- We recommend submitting your cases by the **15<sup>th</sup> of the month** prior to the group's effective date of coverage for the smoothest transition to their new Health Net plan.
- The cut-off date is the **5<sup>th</sup> of the month** or the following business day if the cut-off date falls on a holiday or weekend.
- All cases must be completed by the **20<sup>th</sup> of the Effective Date month**, or the following business day if the cut-off date falls on a holiday or weekend, or it will roll to the next month's Effective Date.

MONTH	SUBMIT CASE BY 5:00 PM	COMPLETE CASE BY 5:00 PM (Case will roll to next month's eff. date after this date)
January	Monday, January 6, 2020	Tuesday, January 21, 2020
February	Wednesday, February 5, 2020	Thursday, February 20, 2020
March	Thursday, March 5, 2020	Friday, March 20, 2020
April	Monday, April 6, 2020	Monday, April 20, 2020
May	Tuesday, May 5, 2020	Wednesday, May 20, 2020
June	Friday, June 5, 2020	Monday, June 22, 2020
July	Monday, July 6, 2020	Monday, July 20, 2020
August	Wednesday, August 5, 2020	Thursday, August 20, 2020
September	Tuesday, September 8, 2020	Monday, September 21, 2020
October	Monday, October 5, 2020	Tuesday, October 20, 2020
November	Thursday, November 5, 2020	Friday, November 20, 2020
December	Monday, December 7, 2020	Monday, December 21, 2020