

**2020 Fully Insured**

**Medical Underwriting Notes:**

* Due 20th of the month for first of the following month
* Guaranteed Issue
* Guaranteed Renewability
* Employer must be actively engaged in business for at least three consecutive months
* A small group must have at least one eligible employee, in addition to the business owner. A spouse cannot be the only eligible employee.
* HealthSync Tiered plans may not be offered alongside non-tiered plans unless the non-tiered plans are for out of state employees
* Groups may offer up to five plan designs
* Employer must contribute a minimum of 25% of the single employee premium for all enrolled employees.
* Participation requirement: After valid waivers, 75% participation is required

**Sold Case Checklist:**

* 2020 Employer Application
* Census Enrollment macro file
* First month’s premium
* Signed proposal
* Tax filing (UC2/UC5)
* Hold Harmless Document (for Life Insurance Sales)
* Actwise Questionnaire (for HSA sales with Actwise Banking Set Up)

**Case Submission Process:**

* Enter Group Data via Broker Portal and upload census, tax, excel, and check copy. Mail check to Attn: New Small Group Sales – Gale Bentley, Anthem BCBS; 108 Leigus Road; Wallingford CT 06492
* If document cannot be uploaded, then email paperwork with copy of check to: [ctsgnewsalesandmissinginfo@anthem.com](mailto:ctsgnewsalesandmissinginfo@anthem.com); cc your SG Account Executive; and a mail check to: Attn: New Small Group Sales – Gale Bentley; Anthem BCBS; 108 Leigus Road; Wallingford CT 06492
* Effective March 1, 2020, all new business submissions must be uploaded through the Producer Portal.