



## NEW GROUP SUBMISSION/EMPLOYER'S CHECKLIST

### A Complete HMO Submission Includes:

- ❑ Fully completed **Master Application**
- ❑ Fully completed **Enrollment Application** for each enrolling employee
- ❑ A **Deposit Check made out to Sharp Health Plan**, reflecting the appropriate amount for the first month's premium drawn from the group's account.
- ❑ Previous Carrier's **Last Billing** Statement
- ❑ Ownership paperwork (required if owner/partners names do not appear on the DE-6 or payroll records). Documentation may include:
  - For Sole Proprietor:**
    - Business License
    - Fictitious Business Name Statement
    - Schedule C Tax Form
  - For Partnership:**
    - Business License (showing both names)
    - Fictitious Business Name Statement (showing both names)
    - Schedule K Tax Form (for each partner)
    - Partnership Agreement
  - For Corporation:**
    - Corporation Documents
    - Articles of Incorporation
- ❑ Broker paperwork — Agreements/License

### For Large Groups (employers with 51 or more benefits-eligible employees), also include:

- ❑ A complete **Employee Roster**. Indicate whether benefits eligible and what health plan each employee selected. If employee is waiving or declining coverage, indicate reason why (has other coverage/has no other coverage).

### For Small Groups (employers with 2 - 50 benefits-eligible employees), also include:

- ❑ Most recent **DE-6**
  - If the group has not been in business long enough to have a DE-6, 4 weeks of payroll, including withholdings, may be submitted.
  - To reconcile the DE6, please indicate next to each employee's name the following:
    - T- Terminated (include date)
    - E- Eligible and enrolling, indicate titles
    - W- Eligible and Waiving coverage
    - IE- Ineligible
- ❑ A **Declination of Coverage Form** for each eligible employee declining coverage

Under no circumstances should a prospective group discontinue its present insurance coverage without written notice from Sharp Health Plan that new coverage has been approved and is in force.